

Implementation Guide

Overview

This Chapter provides assistance to Full Participants (Schools, Third Party Servicers, and Software Providers) with implementing the COD System for the 2002-2003 Direct Loan and Pell Grant Programs. It serves as a companion to the 2002-2003 Overview of Changes, Appendix C - Common Record Layout and Appendix E - Edit Comment Codes and Descriptions contained in this Technical Reference and the XML Schema available at www.ifap.ed.gov.

Note: *Phase-in Participants* are advised to refer to the Direct Loan Technical Reference 2002-2003 and the Federal Pell Grant Technical Reference 2002-2003 for changes that affect Direct Loan and Pell Grant processing for the 2002-2003 award year. Please refer to Appendix N - Glossary for complete definitions of a Phase-in Participant and a Full Participant.

This Chapter is different from prior years as it presents process information, setup instructions, business rules for Common Record construction, and program rules for both the Direct Loan Program and the Pell Grant Program. The Table of Contents on the following pages identifies the functional areas and individual modifications that are described and discussed in this Chapter.

As of April 29, 2002, schools should call the COD School Relations numbers with any questions concerning the material in this document. Staff is available Monday through Friday, 8 am –8 pm Eastern Time:

- 1-800-474-7268 for Pell Grant assistance
- 1-800-848-0978 for Direct Loan assistance

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Funding Methods

Funding Methods

For award year 2002 - 2003, schools continue to access cash through the Grant Administration and Payment System (GAPS). Schools' ability to receive cash to fund their Pell Grant and Direct Loan programs is contingent upon substantiating disbursements. Schools substantiate disbursements by submitting actual disbursements (disbursement information with a Payment Trigger = "true").

Note: Refer to the section titled Payment Trigger for more information.

- There are five Funding Methods:
 - Advance Pay
 - Pushed Cash
 - Cash Monitoring 1 (CM1)
 - Cash Monitoring 2 (CM2)
 - Reimbursement

Advance Pay

Under the Advance Pay funding method, schools request cash through GAPS for estimated disbursements to students/borrowers within three (3) business days. In addition, schools may only draw down cash up to the difference between the school's Current Funding Level (CFL) and the amount of funds previously sent to the school for a given award year and program. The U.S. Treasury transmits funds to the school's bank.

Business Rules:

- At the beginning of each award year, a school's initial CFL amount is calculated for Pell Grants and Direct Loans on the basis of the school's disbursement history.
- Each drawdown a school receives using the Advance Pay funding method must be substantiated with actual disbursements submitted and accepted by the COD System. Upon acceptance of an actual disbursement, the CFL calculation is performed and uses the actual disbursement to determine if the CFL needs to be increased.
- Actual disbursement records can be submitted with the following parameters:
 - For the Pell Grant Program, up to 30 calendar days prior to the disbursement date.
 - For the Direct Loan Program, up to seven (7) calendar days prior to the disbursement date.
- Actual disbursements are applied to drawdowns on a first-in/first out basis.
- The CFL may change throughout the year as the school transmits actual disbursement information on a "timely basis" and the COD System accepts the disbursements.
 - A school's CFL will be decreased unless the school submits and the COD System accepts sufficient actual disbursements.

Pushed Cash

Under the Pushed Cash funding method, a school has cash deposited in its bank account based on actual disbursements that are submitted and accepted by the COD System and the CFL calculation.

Business Rules:

- Actual disbursements can be submitted up to seven (7) calendar days before the disbursement date.
- The school does not have a CFL until the COD System accepts and posts actual disbursements.
- If appropriate, cash is deposited in the school's bank account by the disbursement date of an accepted and posted actual disbursement.
- The school must return cash when a downward adjustment to a disbursement amount is made.

Cash Monitoring 1 (CM1)

A school can be placed on Cash Monitoring 1 (CM1) by FSA. Under the CM1 funding method, a Direct Loan school may draw down cash through GAPS or have cash deposited in its bank account based on actual disbursements submitted to and accepted by the COD System. A Pell Grant school may draw down cash through GAPS based on actual disbursements submitted to and accepted by the COD System. If a school is on CM1 at the beginning of the award year, it will not have access to cash until it has accepted actual disbursements on the COD system.

Business Rules:

- For the Pell Grant Program, actual disbursements can be submitted up to 30 calendar days before the disbursement date.
- For the Direct Loan Program, actual disbursements can be submitted up to seven (7) calendar days before the disbursement date.
- The school does not have a CFL until the COD System accepts and posts actual disbursements. The school's CFL will equal its net accepted actual disbursements.
- Some documentation from the school is required.
- For the Direct Loan Program, the school requests the drawdown from GAPS or, if appropriate, cash is deposited in the school's bank account by the disbursement date of an accepted and posted actual disbursement.
- For the Pell Grant Program, the school requests the drawdown from GAPS.

Cash Monitoring 2 (CM2)

A school is placed on Cash Monitoring 2 (CM2) by FSA. Under the CM2 funding method, a school has cash deposited in its bank account based on actual disbursements submitted to and accepted by the COD System and the CFL calculation.

Business Rules:

- Actual disbursements can be submitted on or after the disbursement date.
- The school does not have a CFL until the COD System accepts and posts actual disbursements.
- Documentation from the school is required.
- Case Management initiates the drawdown through GAPS upon review of required documentation.

Reimbursement

Under the Reimbursement funding method, a school has cash deposited in its bank account based on actual disbursements submitted to and accepted by the COD System and the CFL calculation.

Business Rules:

- Actual disbursements can be submitted on or after the disbursement date.
- The school does not have a CFL until the COD System accepts and posts actual disbursements.
- Additional documentation from the school is required.
- Case Management initiates the drawdown through GAPS upon review of required documentation.

Relationship between Direct Loan Processing Options and Funding Methods

	Advance Pay	Cash Monitoring 1 (CM1)	Pushed Cash	Cash Monitoring 2 (CM2)	Reimbursement
	Receives an Initial CFL > 0 before submission of any actual disbursements	Receives no CFL prior to submission of actual disbursements	Receives no CFL prior to submission of actual disbursements	Receives no CFL prior to submission of actual disbursements	Receives no CFL prior to submission of actual disbursements
	School initiates drawdown through GAPS website	School initiates drawdown through GAPS website OR Direct cash payment pushed to school's bank account based on accepted actual disbursements	Direct cash payment pushed to school's bank account based on accepted actual disbursements	Case Management initiates drawdown through GAPS upon review of required documentation	Case Management initiates drawdown through GAPS upon review of required documentation
	Actual disbursements can be accepted with or without accepted promissory notes	Actual disbursements cannot be accepted without accepted promissory notes	Actual disbursements cannot be accepted without accepted promissory notes	Actual disbursements cannot be accepted without accepted promissory notes	Actual disbursements cannot be accepted without accepted promissory notes
DL - Option 2 ▪ Submits disbursements w/Payment Trigger = true up to 7 calendar days in advance	X	X	X		
DL –Option 1 ▪ Submits disbursements w/Payment Trigger = true up to 7 calendar days in advance		X	X		
DL – Standard Origination ▪ Submits disbursements w/Payment Trigger = true up to 7 calendar days in advance		X	X		
DL – Reimbursement ▪ Submits disbursements w/Payment Trigger = true on or after disbursement date		X		X	X

Relationship between Pell Processing Options and Funding Methods

	Advance Pay May receive an Initial CFL > 0 before submission of any actual disbursements School initiates drawdown through GAPS website	Cash Monitoring 1 (CM1) Receives no CFL prior to submission of actual disbursements School initiates drawdown through GAPS website	Pushed Cash Receives no CFL prior to submission of actual disbursements Direct cash payment pushed to school's bank account based on accepted and posted actual disbursements	Cash Monitoring 2 (CM2) Receives no CFL prior to submission of actual disbursements Case Management initiates drawdown through GAPS upon review of required documentation	Reimbursement Receives no CFL prior to submission of actual disbursements Case Management initiates drawdown through GAPS upon review of required documentation
Pell Standard (Account type=Obligate only) ▪ Submits disbursements w/Payment Trigger = true up to 30 calendar days in advance	X	X			
Pell Pushed Cash (Account type=Obligate/Pay) Submits disbursements w/Payment Trigger = true up to 7 calendar days in advance			X		
¹ Pell Just-In-Time (Account type=Obligate/Pay) ▪ Submits disbursements w/Payment Trigger = true up to 7 calendar days in advance			X		
Pell Reimbursement (Account type=Obligate only for 2001-2002 & after) ▪ Submits disbursements w/Payment Trigger = true on or after disbursement				X	X

¹ Schools using the Pell Just-In-Time funding method are participants in a pilot program whereby they are extended certain regulatory relief not provided to other schools.

System Security

Privacy Notice

The COD System is a United States Department of Education computer system, which may only be used for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

If you use this computer system, you must understand that all activities may be monitored and recorded by automated processes and/or by Government personnel. Anyone using this system expressly consents to such monitoring. Warning: If such monitoring reveals possible evidence of criminal activity, monitored records will be provided to law enforcement officials.

This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. §552a - - as amended. Violations of the provisions of the Act may subject the offender to criminal penalties.

User ID Setup

Schools and Third Party Servicers who wish to receive on-line access to the COD website must identify personnel to serve as administrators. Administrators will be able to establish additional users within their individual organizations and provide access to the COD website. The number of administrators is at the discretion of the institution, although it is strongly recommended that the number be limited.

In order to establish an administrator account for the COD website, organizations should submit an administrator request letter printed on university or corporate letterhead to the COD School Relations Center at:

US Department of Education
FSA School Relations Center
P.O. Box 9003
Niagara Falls, NY 14302

This letter must include the following information:

1. Security administrator's First Name
2. Security administrator's Last Name
3. Keyword – Mother's maiden name (used as an identifier if the user forgets their password)
4. Work telephone number
5. Email address
6. OPE ID
7. School Name
8. Job Title
9. Work address
10. Work fax number
11. Security administrator's signature
12. School approving authority's name, title, and signature (e.g., Financial Aid Director).
13. Third Party Vendor Used (if applicable)

After the COD Relations Service Center has successfully processed the administrator request, administrators will receive their User ID and password through the email address provided in the response letter. An initial email will contain the assigned User ID for the COD website, along with instructions for accessing the website. For security purposes, the password will be delivered in a separate email.

Rules of Behavior

Schools are encouraged, but not required, to establish Rules of Behavior as part of their business processes related to the COD System. The Rules of Behavior developed by the United States Department of Education are available for reference. Please note that these rules have been established for Department of Education employees. Your institution's rules may be different, but should cover all the areas covered in this example.

Note: Please refer to Appendix K - Rules of Behavior for more information.

School Processing Options

Processing of Common Records through the COD System requires the following options to be established by a school:

Promissory Note Print Option

This processing option determines whether the COD System prints the promissory notes or the school prints its own promissory notes.

Business Rules:

- The values for this option are “N” or “Y.”
- “Y” signifies that the COD System prints the promissory note.
- “N” signifies that the school prints the promissory note.
- The default for this option is based on the school’s Direct Loan origination level.
- Direct Loan schools may update this option at anytime on the COD Website.
- This option may be overridden by the <PromNtPrtInd> tag on the Common Record.

Note: For more information on promissory note processing, please see the Direct Loan Promissory Note Processing section.

Promissory Note Type Option

This option determines whether single-year or multi-year feature is applied to a Promissory Note. Schools eligible to use the multi-year feature can choose to issue single-year or multi-year promissory notes.

Business Rules:

- The values for this option are “single-year” or “multi-year.”
- “Single-year” signifies the borrower must submit a promissory note for each academic year.
- “Multi-year” signifies the borrower does not submit a promissory note for each academic year.
- Schools that are not eligible for the multi-year feature default to “single-year.”
- Schools that are eligible for the multi-year feature default to “multi-year”
- Direct Loan schools eligible for the multi-year feature may update this option at anytime on the COD website.

Note: For more information on promissory note processing, please see the Direct Loan Promissory Note Processing section.

Disclosure Statement Print Option

This processing option determines whether the school prints its own disclosure statements or allows the COD System to generate the Disclosure Statement upon receipt of the required information.

Business Rules:

- The values for this option are “N” or “Y.”
- “Y” signifies that the COD System prints the disclosure statement.
- “N” signifies that the school prints the disclosure statement.
- The default for this option is based on a one-time data feed from DLOS.
- Direct Loan schools may update this option at anytime on the COD website.
- This option may be overridden by the <DiscStmntPrtInd> tag on the Common Record.

Note: For more information on Disclosure Statements, please see the Generating Disclosure Statement section.

Administrative Cost Allowance Option

This processing option determines whether or not the school will receive the Pell Administrative Costs Allowance (ACA).

Business Rules:

- The values for this option are “N” or “Y.”
- “Y” signifies that the school will receive the ACA.
- “N” signifies that the school will not receive the ACA.
- The default for this option is based on a one-time data feed from RFMS.
- Pell Grant schools may contact FSA to update this option.

Note: For more information on the Administrative Cost Allowance, please see the Pell Administrative Cost Allowance (ACA) section.

Pell Grant Error Processing Option

This processing option determines whether the COD System rejects or corrects certain Pell Grant data elements that do not pass edits.

Business Rules:

- The values for this option are “Rejected” or “Corrected.”
- “Rejected” signifies that the COD System will reject certain Pell Grant data elements that do not pass edits.
- “Corrected” signifies that the COD System will correct certain Pell Grant data elements that do not pass edits.
- The default for this option is “Corrected.”
- Full Participant Pell Grant schools may update this option at anytime on the COD website.

Note: The appropriate edits are listed in Appendix E - Edit Comment Codes and Descriptions, with an Error Type Edit Code of “C/R”.

Response Records Generated Based on Web Activities

This processing option determines whether the COD System sends Response Documents to the school's SAIG mailbox based on activity performed on the COD website. This activity includes processing a new student, award or disbursement, or a change to any of these on the COD website.

Business Rules:

- The values for this option are “N” or “Y.”
- “Y” signifies that the COD System will send a Response Document to the school's SAIG mailbox based on activity performed on the COD website.
- “N” signifies that the COD System will not send a Response Document to the school's SAIG mailbox based on activity performed on the COD website.
- The default for this option is “N.”
- Schools may update this option at anytime on the COD website.

Number of Future Days to Display Disbursements

This processing option determines the number of days into the future that a school can view estimated disbursements on the COD website.

Business Rules:

- The values for this option are 1 - 999 days.
- The default for this option is 14 days.
- Schools may update this option at anytime on the COD website.

Note: There is no limit to the number of days in the past that a school can view anticipated disbursements on the COD website.

General Valid Format Rules

Maximum Length Values and Leading Zeros

XML does not require that the data occupy the maximum length specified for a tag.

Business Rules:

- Do not include leading zeros and spaces to satisfy the maximum length for a given tag.

Example:

In the example below, the student's first name, John, is four (4) characters long. Although the first name tag has a maximum length of 12 characters, leading zeros or spaces are not necessary to occupy the maximum length of the tag.

```
<FirstName>John</FirstName>
```

Empty (Blank) and Nillable (Null) Tags

The COD System differentiates between a tag being empty (blank) and a tag being null in the database.

Business Rules:

- An empty tag is one in which content of the tag equals blank or spaces.
- An empty tag is reported as:
 - `<LowTuitFeesInd></LowTuitFeesInd>`
 - OR
 - `<LowTuitFeesInd/>`
 - OR
 - `<LowTuitFeesInd> </LowTuitFeesInd>`
- Tags not necessary or not applicable for the document submission must be omitted, rather than reported as empty. See EXAMPLE #1.
- Tags that can contain blank as a valid value have `<xsd:enumeration value= “ ”/>` defined for them in the XML Schema.
- If a school reports blank for a tag that does NOT have blank as a valid value defined in the XML Schema, the tag will reject with error code 996.
- If a school reports blank for a tag that does have blank as a valid value defined in the XML Schema, blank will override the data in the COD database.
- A null tag is used to remove or delete content currently on the COD database.
- An null tag is reported as:
 - `<LowTuitFeesInd xsi:nil="true">`
- Tags that can contain null values have `nil="true"` attribute set for them in the XML Schema.
- If a tag has a `minOccurs` greater than zero and the school has no content to report in that tag, the school must report a null tag. See EXAMPLE #2.

Example:

EXAMPLE #1

If a student does not have a middle initial, the Middle Initial tag should be omitted from the Common Record, rather than reported as empty or blank.

```
<Name>  
  <FirstName>SUE</FirstName>  
  <LastName>SMITH</LastName>  
</Name>
```

For Pell Grants, the Total Weeks of Instruction Time, <InstructWksUsed>, is not applicable for Payment Methodology 1. In these cases, this tag should not be included in the document, rather than reported as empty.

For Direct Loans, the Additional Unsubsidized Loan for Health Professionals Flag, <AddtHPPA>, is not necessary if the student does not qualify. In these cases, this tag should not be included in the document, rather than reported as empty.

EXAMPLE #2

StateProv is a required tag in the Address complex element. StateProv has a minimum length of 2 characters and therefore, the tag can not be submitted as empty. Additionally, blank is not an enumerated value. If reporting a foreign address where StateProv is not applicable, the StateProv tag must be reported as null, rather than being omitted or reported as empty or blank.

```
<StateProv xsi:nil='true'></StateProv>
```


Data Types

The Common Record includes the following data types:

- Date
- Date/Time
- Year
- Decimal
- Integer
- String
- Boolean

Note: Each of these data types is discussed in detail below.

Date Fields

All date fields on the Common Record use the following format: CCYY-MM-DD.

Business Rules:

- The dashes must be included.
- The CC designates the Century.
- The YY designates the Year.
- The MM designates the Month.
- The DD designates the Day.
- A leap year is defined as one in which the value of YY is divisible by four (4).
- In a leap year, the valid values for DD are “01 – 29” when MM is equal to “02”.

Note: This leap year logic represents no change from prior years.

Year Fields

All year fields on the Common Record use the following format: CCYY.

Business Rules:

- The CC designates the Century.
- The YY designates the Year.

Date/Time Fields

All date/time fields on the Common Record use the following format:
CCYY-MM-DDThh:mm:ss.ff.

Business Rules:

- The punctuation marks (dashes, colons and decimal point) must be included.
- The CC designates the Century.
- The YY designates the Year.
- The MM designates the Month.
- The DD designates the Day.
- The T is the date/time separator.
- The hh designates the Hour.
- The mm designates the Minutes.
- The ss designates the Seconds.
- The ff designates the hundredths of a second. This value may be zero (00).

Decimal Fields

Decimal fields on the Common Record are either dollar amount fields or percentage fields. Each of these field types is described in detail below.

Dollar Amount Fields

Dollar amount fields on the Common Record use the following format: 0-999999999999.99.

Business Rules:

- Leading zeros are not necessary to occupy the maximum length of the field.
- Dollar amount fields may include two digits to the right of a decimal point.
- If a dollar amount reported by the school does not contain a decimal point, the COD System infers a decimal point and two zeros after the last digit reported. See EXAMPLE #1 below.
- To report cents (partial dollar amounts), the school must submit a decimal point and the digits to the right of the decimal point. See EXAMPLE # 1 below.
- When reporting a positive dollar amount, the school must submit amount fields without a sign indicator.
- When reporting a negative dollar amount, the school must submit the amount field with the negative sign in the lead character, e.g. FISAP Income Override. See EXAMPLE #2 below.
- Common Records may be returned to the source with a negative sign in the lead character of a dollar amount field, e.g. Payment to Servicer Amount. See EXAMPLE #3
- The following fields on the Common Record are dollar amount fields:
 - Total Award Amount Reported, <TotAwardAmtRep>
 - Total Disbursement Amount Reported, <TotDisbAmtRep>
 - Award Amount, <AwardAmt>
 - Federal Share Amount, <FedShareAmt>
 - FISAP Income Override, <FISAPIncomeOverride>
 - Award Amount Requested, <AwdAmtReq>
 - Cost of Attendance, <CostofAttend>
 - Disbursement Amount, <DisbAmt>
 - Disbursement Net Amount, <DisbNetAmt>

- Disbursement Fee Amount, <DisbFeeAmt>
- Interest Rebate Amount, <IntRebateAmt>
- Payment to Servicer Amount, <PmtSvcrAmt>
- Booked Loan Amount, <BkdLoanAmt>
- Year to Date Disbursement Amount, <YrTDDisbAmt>
- Scheduled Federal Pell Grant, <SchedFedPellGrt>
- Total Amount Accepted, <TotAmtAcc>
- Total Amount Corrected, <TotAmtCorr>

Example:

EXAMPLE #1:

When reporting an amount of \$2625.34:

1) Include the decimal point and two digits to the right: 2625.34

OR

2) Include the decimal point and two zeroes to the right: 2625.00

OR

3) Omit the decimal point and report the whole dollar amount only: 2625

Then, the COD System infers a decimal point and two zeros and stores 2625.00

DO NOT submit 262500 as the COD System infers a decimal and stores this submission as 262500.00.

EXAMPLE #2:

The FISAP Income Override field can be reported with a negative value for campus-based information.

FISAPIncomeOverride>-10000</FISAPIncomeOverrride>

EXAMPLE #3:

The Payment to Servicer Amount is returned with a negative sign as the lead character in the amount field.

<PmttoSvcrAmt>-1000.00</PmttoSvcrAmt>

Note: Refer to the Generating Payment for Servicer Response section for more information on the Payment to Servicer Amount.

Percentage Fields

Percentage fields on the Common Record use the following format: 0 – 999.999

Business Rules:

- Leading zeros are not necessary to occupy the maximum length of the field.
- Percents must be reported as whole numbers or mixed numbers without the percent sign.
- The following fields on the Common Record are percentage fields:
 - Origination Fee Percentage, <OrigntnFeePct>
 - Interest Rebate Percentage, <IntRebatePct>
 - Total Eligibility Used, <TotEligUsed>

Example:

Three percent (3%) is reported as 3 or 3.0 and the COD System stores as 3.000

One and a half percent (1.5%) is reported as 1.5 and the COD System stores as 1.500

Note: Please refer to Appendix C - Common Record Layout for more information on valid values and formats on specific fields.

Integer Fields

Integer fields on the Common Record are non-dollar amount, non-percentage, numeric fields.

- Integer fields contain whole numbers.
- Integer fields do not contain decimal points, dollar or percent signs.

String Fields

String fields on the Common Record are alphanumeric fields that can contain a variety of characters.

- String fields can contain all ASCII characters.

Boolean Fields

Boolean fields on the Common Record are fields that have exactly two values: true or false

- Boolean fields contain a value of ‘true’ or ‘false.’

General Document Information Rules

Document

An XML *document* is the vehicle through which data is transmitted. A Common Record transmission is considered to be an XML document. A Common Record transmission, or document, may contain multiple awards and multiple disbursements for one or multiple students. It can be thought of as a batch.

Document Submission

All documents submitted for the 2002-2003 award year must be submitted via the Electronic Data Exchange.

Business Rules:

- All documents must be submitted via the Student Aid Internet Gateway (SAIG).
- Each transmission must have a SAIG transmission batch header (O*N05) and trailer (O*N95) record.
- Each transmission must have the SAIG transmission header (O*N01) and trailer (O*N99) record.
- Only one Common Record can be submitted within each pair of SAIG transmission batch header (O*N05) and trailer (O*N95).
- Multiple pairs of SAIG transmission batch headers (O*N05) and trailers (O*N95) can be submitted within the SAIG transmission headers (O*N01) and trailers (O*N99). See EXAMPLE below.

Note: For further information, please refer to the “SFA Host Communication Guide”

<http://www.sfadownload.ed.gov/mainframeguide.htm>

Example:

```
N01 - Transmission Header
N05 - Transmission Batch Header
<CommonRecord>
</CommonRecord>
N95 - Transmission Batch Trailer
N05 - Transmission Batch Header
<CommonRecord>
</CommonRecord>
N95 - Transmission Batch Trailer
N99 - Transmission Trailer
```


Document Validation

If a document does not validate against the XML Schema, the COD System does not process the document.

Business Rules:

- The COD System contains a validation program that ensures that the Common Record documents are well formatted and properly structured.
- The COD System does not process a document if:
 - The Document ID is missing or incomplete.
OR
 - The document structure does not meet the rules of the XML Common Record Schema.
OR
 - More than one Common Record document is inserted between a pair of SAIG Transmission Batch Header and Trailers.
- When a Common Record is submitted with a missing or incomplete Document ID, the COD System cannot return a receipt or response to the sender.
- When a Common Record document does not meet the rules of the XML Schema, the COD System returns a Receipt and Response with an error code and message.
- When more than one Common Record is inserted between a pair of SAIG Transmission Batch Headers and Trailer, the COD System returns a Receipt and Response with an error code and message.

Note: This is not an issue if you use Edconn32.

Note: Please refer to the Document ID Required for Document Submission, Sequence of Data Elements Required for Document Processing, and Document Submission sections for more information.

Sequence of Data Elements Required for Document Processing

The sequence of data within the Common Record is dictated by the sequence of data elements presented in the XML Schema.

Business Rules:

- Data elements submitted by a school must occur in the same sequence as depicted in the XML Schema.
- A Common Record submitted with data elements out of sequence will not validate against the XML schema, and will therefore be rejected.

Documents Must be Submitted by a Full Participant

The COD System accepts Common Records submitted by Full Participants. Phase-in Participants must submit records in the Direct Loan or Pell Grant fixed-length record formats to the COD System.

Business Rules:

- XML Common Records submitted by Phase-In Participants are rejected.
- Fixed-length format records submitted by Full Participants are rejected.

Note: For information on the fixed-length record formats, refer to the Direct Loan Technical Reference and Pell Grant Technical Reference available on www.ifap.ed.gov.

Logical Record Length Limitation

For information on the 32 kilobyte file length limitation and recommended solution, refer to Appendix J – Common Record Physical Layout.

COD Receipts

COD Receipts are generated for every document received by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System.

Business Rules:

- One COD Receipt is generated per Common Record document received by the COD System.
- The COD Receipt is generated after the COD System validates the Common Record against the XML Schema, but before actual processing of the Common Record.

Example:

EXAMPLE #1:

The following is an example of a COD Receipt without errors:

```
<CommonRecord>
  <DocumentId>2002-03-18T09:09:09.0012345678</DocumentId>
  <CreatedDtTm>2002-03-18T09:20:01.00</CreatedDtTm>
  <Source>
    <COD EntityId="00000001"/>
  </Source>
  <Destination>
    <School EntityId="12345678"/>
  </Destination>
  <Receipt>2002-03-18T09:21:00.00</Receipt>
</CommonRecord>
```

EXAMPLE #2:

The following is an example of a COD Receipt with errors:

```
<CommonRecord>
  <DocumentId>2002-03-18T09:09:09.0012345678</DocumentId>
  <CreatedDtTm>2002-03-18T09:20:01.00</CreatedDtTm>
  <Source>
    <COD EntityId="00000001"/>
  </Source>
  <Destination>
    <School EntityId="12345678"/>
  </Destination>
  <Receipt>2001-03-18T09:21:00.00</Receipt>
  <Response>
    <DocumentStat>R</DocumentStat>
  </Response>
</CommonRecord>
```

Minimum Data Elements Required for Document Processing

The COD System requires certain data elements for processing each complex element of the document.

Business Rules

- The following data elements are required for processing a Direct Loan Subsidized or Unsubsidized Award:

<CommonRecord>
<DocumentID>
<CreatedDtTm>
<Source>
<Source Entity ID="">
<Destination>
<Destination Entity ID="">
<ReportingSchl Entity ID="">
<ReportedSummary>
<AwardType>
<SummaryYr>
<TotNumStuds>
<TotAwardAmtRep>
<AttendingSchl Entity ID="">
<Student SSNum="" DtofBirth="" LastName="">
<DLLoanInfo LoanKey="">
<OrigntnFeePct>
<IntRebatPct>
<GradeLevelInd>
<AwardBeginDt>
<AwardEndDt>
<AcYrBeginDt>
<AcYrEndDt>
<DLSub/Unsub>
<AwardYr>
<CPSTransNum>
<AwardAmt>
<LoanKey>
<LDefGOver>
<AppliesTo>
<Value>

<AwardNum>
 <AwardId>
 <AwardCreatedDt>

- The following data elements are required for processing a Direct Loan PLUS Award:

<CommonRecord>
 <DocumentID>
 <CreatedDtTm>
 <Source>
 <Source Entity ID="">
 <Destination>
 <Destination Entity ID="">
 <ReportingSchl Entity ID="">
 <ReportedSummary>
 <AwardType>
 <SummaryYr>
 <TotNumStuds>
 <TotAwardAmtRep>
 <AttendingSchl Entity ID="">
 <Student SSNum="" DtofBirth="" LastName="">
 <DLLoanInfo LoanKey="">
 <OrigntnFeePct>
 <IntRebatPct>
 <GradeLevelInd>
 <AwardBeginDt>
 <AwardEndDt>
 <AcYrBeginDt>
 <AcYrEndDt>
 <PLUS>
 <AwardYr>
 <AwardAmt>
 <LoanKey>
 <LDefGOver>
 <AppliesTo>
 <Value>
 <AwardNum>
 <AwardId>
 <AwardCreatedDt>
 <AwardAmtRqd>

```

<Borrower SSNum="" DtofBirth="" LastName="">
<Identifiers>
<FirstName>
<Contacts>
<Address>
<Addr>
<City>
<StateProv>
<PostalCd>
<CitznStatusInd>
<LdefGOver>
<AppliesTo>
<Value>

```

- The following data elements are required for processing a change to a Direct Loan (Subsidized, Unsubsidized, or PLUS) Award:

```

<CommonRecord>
<DocumentID>
<CreatedDtTm>
<Source>
<Source Entity ID="">
<Destination>
<Destination Entity ID="">
<ReportingSchl Entity ID="">
<ReportedSummary>
<AwardType>
<SummaryYr>
<TotNumStuds>
<TotAwardAmtRep>
<AttendingSchl Entity ID="">
<Student SSNum="" DtofBirth="" LastName="">
<DLSub/DLUnsub/PLUS>
<AwardYr>
<AwardID> (Optional)
<AwardNum>

```

- The following data elements are required for processing a Direct Loan edit only disbursement (Payment Trigger set to “false”):

```

<CommonRecord>
<DocumentID>
<CreatedDtTm>
<Source>

```

<Source Entity ID="">
 <Destination>
 <Destination Entity ID="">
 <ReportingSchl Entity ID="">
 <ReportedSummary>
 <AwardType>
 <SummaryYr>
 <TotNumStuds>
 <TotAwardAmtRep>
 <TotDisbAmtRep>
 <AttendingSchl Entity ID="">
 <Student SSNum="" DtofBirth="" LastName="">
 <DLSub/DLUnsub/DLPLUS>
 <AwardYr>
 <AwardID> (Optional)
 <AwardNum>
 <Disbursement>
 <Disbursement Number = "">
 <DisbAmt> (if new disbursement)
 <DisbDt> (if new disbursement)
 <DisbNetAmt> (if new disbursement)
 <DisbFeeAmt> (if new disbursement)
 <IntRebateAmt> (if new disbursement)
 <PmtTriggerFlg = "false">

- The following data elements are required for processing an actual Direct Loan disbursement (Payment Trigger set to “true”):

<CommonRecord>
 <DocumentID>
 <CreatedDtTm>
 <Source>
 <Source Entity ID="">
 <Destination>
 <Destination Entity ID="">
 <ReportingSchl Entity ID="">
 <ReportedSummary>
 <AwardType>
 <SummaryYr>
 <TotNumStuds>

<TotAwardAmtRep>
 <TotDisbAmtRep>
 <AttendingSchl Entity ID="">
 <Student SSNum="" DtofBirth="" LastName="">
 <DLSub/DLUnSub/DLPLUS>
 <AwardYr>
 <AwardID> (Optional)
 <AwardNum>
 <Disbursement>
 <Disbursement Number="">
 <DisbAmt>
 <DisbDt>
 <DisbSeqNum>
 <DisbNetAmt>
 <DisbFeeAmt>
 <IntRebateAmt>
 <PmtTriggerFlg = "true">

- The following data elements are required for processing a Pell Grant Award:

<CommonRecord>
 <DocumentID>
 <CreatedDtTm>
 <Source>
 <Source Entity ID="">
 <Destination>
 <Destination Entity ID="">
 <ReportingSchl Entity ID="">
 <ReportedSummary>
 <AwardType>
 <SummaryYr>
 <TotNumStuds>
 <TotAwardAmtRep>
 <AttendingSchl Entity ID="">
 <Student SSNum="" DtofBirth="" LastName="">
 <Pell>
 <AwardYr>
 <CPSTransNum>
 <AwardAmt>
 <CostOfAttend>

<AcCal>
<PmtMethod>
<InstructWksUsed> (Payment Methodology 2,3,4,5 only)
<IstructWksDefiningAcYr> (Payment Methodology 2,3,4,5 only)
<CrClockHrsinAwardYr> (Academic Calendar 5 & 6 only)
<CrClockHrsinProgsAcYr> (Academic Calendar 5 & 6 only)
<EnrollDt>

- The following data elements are required for processing a change to a Pell Grant Award:

<CommonRecord>
<DocumentID>
<CreatedDtTm>
<Source>
<Source Entity ID="">
<Destination>
<Destination Entity ID="">
<ReportingSchl Entity ID="">
<ReportedSummary>
<AwardType>
<SummaryYr>
<TotNumStuds>
<TotAwardAmtRep>
<AttendingSchl Entity ID="">
<Student SSNum="" DtofBirth="" LastName="">
<Pell>
<AwardYr>
<CPSTransNum>

- The following data elements are required for a Pell Grant edit only disbursement (Payment Trigger set to “false”):

<CommonRecord>
<DocumentID>
<CreatedDtTm>
<Source>
<Source Entity ID="">
<Destination>
<Destination Entity ID="">
<ReportingSchl Entity ID="">
<ReportedSummary>

<AwardType>
 <SummaryYr>
 <TotNumStuds>
 <TotAwardAmtRep>
 <TotDisbAmtRep>
 <AttendingSchl Entity ID="">
 <Student SSNum="" DtofBirth="" LastName="">
 <Pell>
 <AwardYr>
 <Disbursement>
 <Disbursement Number = "">
 <DisbAmt> (if a new disbursement)
 <DisbDt> (if a new disbursement)
 <PmtTriggerFlg = "false"> (if a new disbursement)
 <PmtPeriodStartDt> (if school ineligible)

- The following data elements are required for processing an actual Pell Grant disbursement (Payment Trigger set to “true”):

<CommonRecord>
 <DocumentID>
 <CreatedDtTm>
 <Source>
 <Source Entity ID="">
 <Destination>
 <Destination Entity ID="">
 <ReportingSchl Entity ID="">
 <ReportedSummary>
 <AwardType>
 <SummaryYr>
 <TotNumStuds>
 <TotAwardAmtRep>
 <TotDisbAmtRep>
 <AttendingSchl Entity ID="">
 <Student SSNum="" DtofBirth="" LastName="">
 <Pell>
 <AwardYr>
 <Disbursement>
 <Disbursement Number="">
 <DisbAmt>

<DisbDt>

<DisbSeqNum>

<PmtTriggerFlg = "true">

<PmtPeriodStartDt> (if school ineligible)

Document ID Required for Document Submission

The COD System checks to ensure the Document ID is present and is properly formatted.

Business Rules:

- Document ID is an essential element for importing, storing and tracking the data submitted in a Common Record Document by a school.
- The COD System rejects documents that do not have a Document ID.
- The COD System rejects documents that have an incomplete Document ID.
- The COD System rejects documents that have an invalid Document ID format.
- The entity ID listed in the Document ID must be the same entity ID as the Source Entity ID.

Note: Please refer to Appendix C - Common Record Layout for proper format of the Document ID.

- The COD System is unable to store a Common Record document that has an invalid, incomplete, or missing Document ID.
- The COD System cannot return a receipt to a sender that submits an invalid, incomplete, or missing Document ID.

Duplicate Document IDs

The COD System checks the Document ID for duplicates on the COD database.

Business Rules:

- Document ID for Full Participants is defined as the DateTime stamp and the Source Entity ID.

Note: Please refer to Appendix C - Common Record Layout for an example of a Document ID.

- A duplicate document is defined as a document that has a Document ID identical to one already established on the COD System.
- The COD System rejects the document if the Document ID is duplicate.
- The COD System generates a Receipt if the Document ID is duplicate.
- The COD System generates a Response with error code and message for documents with duplicate Document IDs. The Response does not contain detail data elements.

Inability to Process Future-Dated Documents

The COD System confirms that the date portion of the Document's Created DateTime is not greater than the System Date (This represents no change from prior years).

Business Rules:

- If the date portion of the Document's Created DateTime is greater than the System Date, the COD System rejects the document.
- The COD System generates a Receipt and a Response for future-dated documents.

Documents Submitted Must Contain at Least One Detailed Record

A detailed record consists of at least one Student Identifier and one Award. A Student Identifier consists of the student tag and three attributes: Social Security Number, Date of Birth, and Last Name.

Business Rules:

- The COD System rejects the document if it does not contain at least one Student Identifier (Social Security Number, Date of Birth and Last Name) and one Award tag.

Note: For more information on the Student Identifier, please refer to the Student Identifier section. For more information on the Award, please refer to the Minimum Data Elements Required for Document Processing section.

General Entity Information Rules

Common School Identifier

The Common School Identifier is an identifier assigned to Schools and Third Party Servicers that is common across the Pell Grant and Direct Loan programs beginning in the 2002 – 2003 award year.

Business Rules:

- The Common School Identifier is the Entity ID.
- The Entity ID is a randomly generated eight-digit number.
- Entity IDs are assigned to Schools, Third Party Servicers, and the COD System.
- The Entity ID replaces the Pell Institution Number and Direct Loan (E/G) School code.

Note: The Pell Institution Number is still used in data requests. The Direct Loan (E/G) School code is still used in the 21 character Award ID (Loan ID) and the MPN ID.

Entity ID

A valid Entity ID is required in the Source, Destination, Reporting School, and Attending School fields.

Business Rules:

- A valid Entity ID must be reported in the following fields:
 - Source Entity ID, <Source>
 - Destination Entity ID, <Destination>
 - Reporting School Entity ID, <ReportingSchlEntityId = “”>
 - Attending School Entity ID, <AttendingSchl EntityId = “”>
 - A valid Entity ID is the Common School ID (CSID) for the school or 3rd Party Servicer.
- The **Source Entity ID** is the physical sender of the document
 - The Source Entity ID must be the same Entity ID listed in the Document ID.
 - The Source Entity ID can be a school or 3rd Party Servicer.
 - Since the Source Entity sends the Common Record document to COD, the TG Destination Number reported in the SAIG Transmission Header and Trailer is more than likely for the same entity.
- The **Destination Entity ID** is the destination or recipient of the document.
 - If a School sends the document to the COD System, the Destination Entity ID is “00000001” for COD.
 - If the document is sent from the COD System back to the Source, the Destination Entity ID is equal to the Source Entity ID on the original transmission.
 - The response file is sent to the TG Number reported in the Transmission Header and Trailer.
- The **Reporting School Entity ID** is the school that sends and receives data for the campuses or students it serves.
 - The Reporting School Entity ID must be a school and cannot be a 3rd Party Servicer.
 - The Reporting School Entity ID does not have to be equal to the Source Entity ID, but must have a relationship with the Source Entity ID and the TG Destination Number.

- The **Attending School Entity ID** is the school or campus where the student attends class.
 - Attending School Entity ID can be equal to the Reporting School Entity ID
- OR**
- Attending School Entity ID can be an additional location of the Reporting School Entity ID.
- Multiple Reporting School Entity IDs and Attending School Entity IDs can be submitted in the same Common Record.
- The COD System checks each Entity ID against the COD database and rejects the document if the Entity ID cannot be found or is invalid.

Note: The Reporting and Attending relationships reported in the Common Record do not affect the funding process. Funding relationships are controlled separately from the reporting and attending relationships.

Note: Currently, if you have separate TG#s numbers for Pell and DL and you wish to report both Pell and DL in one Common Record, contact SAIG to complete paperwork to have one TG# (you may select which number you want to use) that reports both Pell and DL. This does NOT mean that every Common Record must have both Pell and Direct Loan information. It simply means your school wants the option to send both Pell and Direct Loan in the same Common Record document sometimes. If your school decides to continue processing sending Pell and Direct Loan information always in separate Common Record Documents, your school can continue to process using separate TG numbers.

Example:

EXAMPLE 1:

In this first example, a Common Record is submitted for both Pell and Direct Loan programs for multiple schools using one TG Number for the SAIG Transmission Batch Header. The Reporting Entity is sending the Common Record and is reporting awards for two other schools.

School A:

- Reports for two additional locations – School B and School C. Therefore, this Entity ID is used in the Reporting Entity ID tag.
- Sends the Common Record to COD. Therefore, this Entity ID is used in the Source Entity ID and the Document ID.
- TG # = 99991. This TG # is used in the SAIG Transmission Batch Header and Trailer.
- Entity ID = 11111111

School B:

- Has an attending relationship with School A. This Entity ID is used in the Attending School Entity ID tag.
- TG # is not applicable because School A sends the Common Record.
- Entity ID = 22222222

School C:

- Has an attending relationship with School A. This Entity ID is used in the Attending School Entity ID tag.
- TG # is not applicable because School A sends the Common Record.
- Entity ID = 33333333

```

SAIG Transmission Header Record
SAIG Transmission Batch Header Record (Header Destination # - TG #99991)
<CommonRecord>
  <DocumentId>2002-08-29T09:09:09.0011111111</DocumentId>
  <CreatedDtTm>2002-08-29T17:20:01.00</CreatedDtTm>
  <Source>
    <School EntityId="11111111" />
  </Source>
  <Destination>
    <COD EntityId="00000001" />
  </Destination>
  <ReportingSchl EntityId="11111111">
    <ReportedSummary>
    </ReportedSummary>
  <AttendingSchl EntityId="22222222">
    <Student SSNum="123456789" DtofBirth="1985-01-01" LastName="SMITH">
    </Student>
      <Pell>
      </Pell>
      <DLSub>
      </DLSub>
    <Student SSNum="987654321" DtofBirth="1982-02-20" LastName="JONES">
    </Student>
      <DLSub>
      </DLSub>
      <DLUnSub>
      </DLUnSub>
    </AttendingSchl>
  <AttendingSchl EntityId="33333333">
    <Student SSNum="456789123" DtofBirth="1985-07-15" LastName="CLARK">
    </Student>
      <Pell>
      </Pell>
      <DLSub>
      </DLSub>
    <Student SSNum="321654987" DtofBirth="1983-05-25" LastName="JONES">
    </Student>
      <DLSub>
      </DLSub>
      <DLUnSub>
      </DLUnSub>
    </AttendingSchl>
  </ReportingSchl>
</CommonRecord>
SAIG Transmission Batch Trailer Record (Trailer Destination # - TG #99991)
SAIG Transmission Trailer Record

```

EXAMPLE 2:

In this second example, a Common Record is submitted for both Pell and Direct Loan programs for multiple schools using one TG Number for the SAIG Transmission Batch Header. A Third Party Servicer is sending the records for multiple schools.

Third Party Servicer:

- Sends the Common Record to COD for Schools D and E. Therefore, this Entity ID is used in the Source Entity ID and the Document ID.
- TG # = 88888. This TG # is used in the SAIG Transmission Batch Header and Trailer.
- Entity ID = 44444444

School D:

- Uses a Third Party Servicer to send records to COD; however, does its own reporting for students that attend its campus. This Entity ID is used in the Reporting School Entity ID and Attending School Entity ID tag.
- TG # is not applicable because the Third Party Servicer sends the Common Record.
- Entity ID = 55555555

School E:

- Uses a Third Party Servicer to send records to COD; however, does its own reporting for students that attend its campus. This Entity ID is used in the Reporting School Entity ID and Attending School Entity ID tag.
- TG # is not applicable because the Third Party Servicer sends the Common Record.
- Entity ID = 66666666

DRAFT – FOR DISCUSSION PURPOSES ONLY

SAIG Transmission Header Record

SAIG Transmission Batch Header Record (Header Destination # - TG #88888)

```
<CommonRecord>
  <DocumentId>2002-08-29T09:09:09.0044444444</DocumentId>
  <CreatedDtTm>2002-08-29T17:20:01.00</CreatedDtTm>
  <Source>
    <ThirdPartyServicer EntityId="44444444" />
  </Source>
  <Destination>
    <COD EntityId="00000001" />
  </Destination>
  <ReportingSchl EntityId="55555555">
    <ReportedSummary>
    </ReportedSummary>
  <AttendingSchl EntityId="55555555">
    <Student SSNum="123456789" DtofBirth="1985-01-01" LastName="SMITH">
    </Student>
    <Pell>
    </Pell>
    <DLSub>
    </DLSub>
    <Student SSNum="987654321" DtofBirth="1982-02-20" LastName="JONES">
    </Student>
    <DLSub>
    </DLSub>
    <DLUnSub>
    </DLUnSub>
  </AttendingSchl>
</ReportingSchl>
  <ReportingSchl EntityId="66666666">
    <ReportedSummary>
    </ReportedSummary>
  <AttendingSchl EntityId="66666666">
    <Student SSNum="456789123" DtofBirth="1985-07-15" LastName="CLARK">
    </Student>
    <Pell>
    </Pell>
    <DLSub>
    </DLSub>
    <Student SSNum="321654987" DtofBirth="1983-05-25" LastName="JONES">
    </Student>
    <DLSub>
    </DLSub>
    <DLUnSub>
    </DLUnSub>
  </AttendingSchl>
</ReportingSchl>
</CommonRecord>
```

SAIG Transmission Batch Trailer Record (Trailer Destination # - TG #88888)

SAIG Transmission Trailer Record

Total Number of Students in the Reported Summary Complex Element

The COD System verifies the Total Number of Students reported in Reported Summary complex element equals the total number of students/borrowers in the document.

Business Rules:

- The COD System compares the Total Number of Students, <TotNumStuds>, reported against the actual total number of student tags in the document.
- The COD System determines the actual total number of students in the Document by counting the number of Student Identifiers (SSN, Date of Birth and Last Name) in the document.

Note: For more information on the Student Identifiers, please refer to the Student Identifier section.

- The COD System sends a warning if the reported Total Number of Students and the actual number of student tags are not identical. The warning does not prevent the document from being processed by the COD System.
- The Total Number of Students reported may be a duplicated count. In the event that identical Student Identifiers are reported multiple times within a document, the COD System counts them multiple times.
- The Total Number of Students is reported by Award Year, by Program (Pell, DL Subsidized, DL Unsubsidized, DL PLUS, and Campus Based), and by Reporting School Entity ID.

Example:

```
<ReportingSchl EntityId="00123400">
  <ReportedSummary>
    <AwardType>DLSub</AwardType>
    <SummaryYr>2003</SummaryYr>
    <TotNumStuds>1</TotNumStuds>
    <TotAwardAmtRep>2000</TotAwardAmtRep>
    <TotDisbAmtRep>1970</TotDisbAmtRep>
  </ReportedSummary>
  <ReportedSummary>
    <AwardType>Pell</AwardType>
    <SummaryYr>2003</SummaryYr>
    <TotNumStuds>1</TotNumStuds>
    <TotAwardAmtRep>3700</TotAwardAmtRep>
    <TotDisbAmtRep>3700</TotDisbAmtRep>
  </ReportedSummary>
</ReportingSchl>
```

Total Award Amount Reported in the Reported School Complex Element

The COD System verifies the Total Award Amount reported in the Reported Summary complex element equals the actual total of all Award Amounts contained in the document.

Business Rules:

- The COD System compares the Total Award Amount Reported, <TotAwardAmtRep>, against the actual total of all Award Amounts contained in the document.
- The COD System determines the actual total of all Award Amounts by adding the values of all the Award Amount tags in the document.
- The COD System sends a warning if the Total Award Amount Reported and the actual total of all Award Amounts is not equal. The warning does not prevent the document from being processed by the COD System
- The Total Award Amount must be reported by Award Year, by Program (Pell, DL Subsidized, DL Unsubsidized, DL PLUS, and Campus Based), and by Reporting School Entity ID.

Example:

```
<ReportingSchl EntityId="00123400">
  <ReportedSummary>
    <AwardType>DLSub</AwardType>
    <SummaryYr>2003</SummaryYr>
    <TotNumStuds>1</TotNumStuds>
    <TotAwardAmtRep>2000</TotAwardAmtRep>
    <TotDisbAmtRep>1970</TotDisbAmtRep>
  </ReportedSummary>
  <ReportedSummary>
    <AwardType>Pell</AwardType>
    <SummaryYr>2003</SummaryYr>
    <TotNumStuds>1</TotNumStuds>
    <TotAwardAmtRep>3700</TotAwardAmtRep>
    <TotDisbAmtRep>3700</TotDisbAmtRep>
  </ReportedSummary>
</ReportingSchl>
```


Total Disbursement Amount Reported in the Reported Summary Complex Element

The COD System verifies the Total Disbursement Amount Reported in the Reported Summary complex element equals the actual total of all Disbursement Amounts contained in the document.

Business Rules:

- The COD System compares the Total Disbursement Amount Reported, <TotDisbAmtRep>, against the actual total of all Disbursement Amounts contained in the document.
- The COD System determines the actual total of all Disbursement Amounts by adding the values of the Disbursement Amount (gross) fields, regardless of whether the Payment Trigger is “true” or “false,” in the document.
- The COD System sends a warning if the Total Disbursement Amount Reported and the actual total of all Disbursement Amounts are not equal. The warning does not prevent the document from being processed by the COD System.
- The Total Disbursement Amount Reported must be reported by Award Year, by Program (Pell, DL Subsidized, DL Unsubsidized, DL PLUS, and Campus Based), and by Reporting School Entity ID.

Example:

```
<ReportingSchl EntityId="00123400">
  <ReportedSummary>
    <AwardType>DLSub</AwardType>
    <SummaryYr>2003</SummaryYr>
    <TotNumStuds>1</TotNumStuds>
    <TotAwardAmtRep>2000</TotAwardAmtRep>
    <TotDisbAmtRep>1970</TotDisbAmtRep>
  </ReportedSummary>
  <ReportedSummary>
    <AwardType>Pell</AwardType>
    <SummaryYr>2003</SummaryYr>
    <TotNumStuds>1</TotNumStuds>
    <TotAwardAmtRep>3700</TotAwardAmtRep>
    <TotDisbAmtRep>3700</TotDisbAmtRep>
  </ReportedSummary>
</ReportingSchl>
```

General Person Information Rules

Student Identifier

The COD Student Identifier is composed of the student's current Social Security Number, current Date of Birth, and current Last Name. Current is defined as the value stored in COD as of the date of the transmission.

Business Rules:

- The Student Identifier is located in the Student complex element of the Common Record, and is reported by the school.
- A Student Identifier is a required data element for all submissions of a Common Record.
- A Student Identifier consists of the student tag and three attributes: the student's current Social Security Number, current Date of Birth, and current Last Name.
 - The Social Security Number portion of the Student Identifier must contain nine digits.
 - The Social Security Number portion of the Student Identifier must be within the range of 001-01-0001 to 999-99-9998.
 - The Social Security Number portion of the Student Identifier may or may not contain hyphens after the third and fifth digits.
 - The Date of Birth portion of the Student Identifier must be in the CCYY-MM-DD format.
 - The Date of Birth portion of the Student Identifier must be greater than 1902-01-01 and less than 1994-12-31.
 - The Last Name portion of the Student Identifier may consist of upper case letters A-Z, numbers 0-9, spaces, period, apostrophe and dash.
 - The Last Name portion of the Student Identifier may be blank.

- All three attributes of the Student Identifier (current Social Security Number, current Date of Birth, and current Last Name) are required for processing **by the COD System**; however, only current SSN is required **on the Common Record Schema**.

Note: The Common Record Schema is structured this way to enable the FFEL community to use the schema structure without using Date of Birth and Last Name as identifiers.

- The Student Identifier submitted by a school to establish the student on COD is matched to data from the CPS.
 - For Pell Grants, the SSN, Date of Birth, and first two characters of the Last Name are matched with the CPS data.
 - For Direct Loans, the SSN and Date of Birth are matched with the CPS data.

Note: Please refer to the Data Elements Matched Against CPS section for more information.

- If a match is found on CPS, COD accepts the student and establishes the student identifier on COD. The student identifier must be submitted in subsequent transactions for that student.

Note: Please refer to the Changing Student Identifier Information section for more information on making corrections or updates to the student identifier.

- If a match is not found on CPS, COD rejects the student and returns an error code of 011.

Example:

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">
```

Changing Student Identifier Information

In order to change Student Identifier information, the school must first submit a correction to the ISIR, which will result in another transaction on the CPS. After the correction has been submitted to the CPS, the school must send a Common Record to the COD System reporting the student tag with the current Student Identifier information and the changed data in the corresponding simple element (Social Security Number, Date of Birth, or Last Name).

Business Rules:

- The COD System either Accepts or Rejects changes that are submitted to the Social Security Number, Date of Birth, or Last Name simple elements.
- COD stores one Student Identifier for a student.
- COD does not store separate Student Identifiers for each award.
- Upon receipt of a changed Social Security Number, Date of Birth, or Last Name simple element, the COD System attempts to match the changed simple element against the CPS.

Note: Please refer to the Fields Matched Against the CPS section for more information.

- If an identical change is found on the CPS, the COD System accepts the changed simple element, updates the Student Identifier, and sends a Response to the school.
- If an identical change is not found on the CPS, the COD System rejects the changed simple element, and sends a Response to the school.
- Regardless of whether the changed simple element is accepted or rejected by the COD System, the old Student Identifier is returned in the Response.
- .
- If the changed simple element is accepted, the school must submit the new Student Identifier combination in future transmissions.
- If the changed simple element is rejected, the old Student Identifier combination must be used in future transmissions.

- The COD System stores the Social Security Number previously submitted to the COD System for query purposes on the COD website.
- If the Social Security Number, Date of Birth, or Last Name simple element is submitted with the same value that is listed in the attribute on the COD database, no update takes place and the submission rejects.
- If a combination of the current Social Security Number, current Date of Birth, or current Last Name simple elements are changed in the same submission, all changes must be matched on the CPS.
 - If all changes are not matched on the CPS, the COD System rejects all changed simple elements and the old Student Identifier is returned in the Response to the school.

Example:

A student's last name changes from Oldhat to Newburry. Once the correction has been submitted to the CPS, the appropriate submission to the COD System is:

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="OLDHAT">
  <Name>
    <LastName>NEWBURRY</LastName>
  </Name>
</Student>
```

The COD Response contains the old student identifier:

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="OLDHAT">
```

If the COD System accepts the change, subsequent transmissions by the school must contain:

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="NEWBURRY">
```

If the COD System rejects the change, subsequent transmissions by the school must contain:

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="OLDHAT">
```

Person Identifier

The Person Identifier is used to submit parent borrower data when processing a PLUS Loan.

The COD Person Identifier is composed of the parent borrower's current Social Security Number, current Date of Birth, and current Last Name. Current is defined as the value stored in COD as of the date of the transmission.

Business Rules:

- The Person Identifier is located in the Person complex element of the Common Record, and is reported by the school.
- A Person Identifier is a required data element for all submissions for a PLUS Loan.
- A Person Identifier consists of the person tag and three attributes: the person's current Social Security Number, current Date of Birth, and current Last Name.
 - The Social Security Number portion of the Person Identifier must contain nine digits.
 - The Social Security Number portion of the Person Identifier must be within the range of 001-01-0001 to 999-99-9998.
 - The Social Security Number portion of the Person Identifier may or may not contain hyphens after the third and fifth digits.
 - The Date of Birth portion of the Person Identifier must be in the CCYY-MM-DD format.
 - The Date of Birth portion of the Person Identifier must be greater than 1902-01-01 and less than 1994-12-31.
 - The Last Name portion of the Person Identifier may consist of upper case letters A-Z, numbers 0-9, spaces, period, apostrophe and dash.
 - The Last Name portion of the Person Identifier may be blank.

- All three attributes of the Person Identifier (current Social Security Number, current Date of Birth, and current Last Name) are required for processing **by the COD System**; however, only current SSN is required **on the Common Record Schema**.

Note: The Common Record Schema is structured this way to enable the FFEL community to use the schema structure without using Date of Birth and Last Name as identifiers.

- The Person Identifier submitted by a school to establish the parent borrower on COD is NOT matched with data from CPS.
- Changes to the Person Identifier as submitted use the same process for updating a Student Identifier. However, the updates are NOT matched to CPS data on file at COD.
- COD stores one Person Identifier for a person.
- COD does not store separate Person Identifiers for each award.

Example:

```
<Person SSNum="123456789" DtofBirth="1962-01-01" LastName="SMITH">
```

School Use Only Field

A School Use Only Field, <SchlUseOnly>, is included on the Common Record in the Student, Award, and Disbursement complex elements. This field can be used by the school for any purpose and is ignored during COD processing.

Business Rules:

- Regardless of whether the school opts for a Full or Standard Response, the School Use Only field is returned in the Response complex element if the school submits the field in the Common Record.
- The School Use Only field is returned in all COD system-generated Response Documents if the field is populated on the COD database.

Example:

EXAMPLE #1:

The school uses a unique identifier for the student in their system. The school uses the <SchlUseOnly> field in the Student complex element to record this unique identifier.

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">  
  <SchlUseOnly>888888</SchlUseOnly>  
</Student>
```

The COD Response complex element contains the <SchlUseOnly> field with the content submitted in the Common Record:

```
<Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">  
  <SchlUseOnly>888888</SchlUseOnly>  
</Student>
```


Updating Phone Numbers

The COD System stores a maximum of three phone numbers for each person.

Business Rules:

- The Common Record has a maximum occurrence of three phone number tags per person.
- The COD System stores the first occurrence of phone number as Home Phone.
- The COD System stores the second occurrence of phone number as Alternate Phone 1.
- The COS System stores the third occurrence of phone number as Alternate Phone 2.
- If the Common Record contains only one instance of phone number, the COD System updates the Home Phone number.
- In order to update the Alternate Phone 1 or Alternate Phone 2, the school must submit all occurrences of the phone number tag.

General Award Information Rules

CPS Transaction Number

The CPS Transaction Number is a required field on the Common Record for Pell Grant and Direct Loan (DL Subsidized, DL Unsubsidized) processing.

Business Rules:

- The CPS Transaction Number is a required field on the Common Record for Pell Grant and Direct Loan (DL Subsidized, DL Unsubsidized) Award information.

Note: The CPS Transaction Number is not a required field for DL PLUS loans.

Student Identifier and Data Elements Matched Against the CPS

COD Performs two matches against CPS. The first match confirms that the Student Identifier exists on the CPS. The second match validates certain data elements for editing purposes. This match utilizes the CPS Transaction Number submitted by the school. These edit data elements are outlined in the next section entitled “Data Elements Pulled from the CPS”.

Business Rules:

- COD stores one Student Identifier for a student. COD does not store separate Student Identifiers for each award.
- CPS Transaction Number is stored at the Award Level.
- The COD System performs a match against the CPS when a Common Record contains:
 - A new student with an award (See Example 1)
 - A change to the Student Identifier (See Example 2)
 - A new award with a new CPS Transaction Number (See Example 2)
 - An existing award with a new CPS Transaction Number (See Example 3)
- When a Common Record contains a **new student** with a Pell Grant award,
 - COD matches the SSN, Date of Birth, first two characters of the Last Name, and the CPS Transaction Number with data from CPS.
 - COD uses the CPS Transaction Number submitted to pull data elements from CPS for processing the award.
- When a Common Record contains a **new student** with a Direct Loan award,
 - COD matches the SSN, Date of Birth, and the CPS Transaction Number with data from CPS.
 - COD uses the CPS Transaction Number submitted to pull data elements from CPS for processing the award.
- When a Common Record contains a **change to the Student Identifier**,

- COD checks that any CPS Transaction Number greater than the CPS Transaction Number used to establish the student exists in the data from CPS.

Note: CPS Transaction Number is used in the match against the CPS for the Student Identifier on the initial submission of the student only, not on changes/maintenance to the Student Identifier.

- COD matches the changes SSN, Date of Birth and Last Name with data from CPS. For Direct Loans this match is only on the Social Security Number (SSN) and Date-of-Birth.
- When a Common Record contains a **new award**,
 - The Student Identifier needs to be the current Student Identifier on file at COD.
 - COD uses the CPS Transaction Number submitted to pull data elements from CPS for processing the award.
 - COD does NOT match the student identifier data elements with the CPS Transaction number submitted in the Award complex element.
- When a Common Record contains a **new CPS Transaction Number for an existing award**,
 - The Student Identifier needs to be the current Student Identifier on file at COD.
 - COD uses the new CPS Transaction Number submitted to pull data elements from CPS for processing the award.
 - COD does NOT match the student identifier data elements with the CPS Transaction number submitted in the Award complex element

Note: Please refer to the Data Elements Pulled from CPS section for more information.

- COD matches the student identifier data elements in the following order: SSN, Date of Birth, and Last Name.

Note: It is possible that COD will return error code 012 on SSN even when a school submitted a change on Date-of-Birth or Name if the Name and/or Date-of-Birth has not been updated on the CPS.

- When a new award is submitted with a CPS Transaction Number already used by a previously accepted award for the same student, a new CPS match is NOT performed.
- A later CPS Transaction Number submitted by a student or another school does NOT affect a match performed using an earlier CPS Transaction Number.

Note: The CPS Transaction Number is not a required field for DL PLUS loans.

Example # 1: New student and new award

A school submits a Pell Grant for a student (SID = **318888888**1982-03-04 **Jones**) using CPS Transaction Number 01. There is a match at COD on the CPS data. This establishes the student on the COD Database with a student identifier: **318888888**1982-03-04**Jones** .

CPS		CPS AAF				
SAR ID		SSN	DOB	Last Name	Pell Elig?	EFC
318888888Jo01		318888888	1982-03-04	Jones	Y	0

Current Student Identifier = 3188888881982-03-04 Jones		
COD SID Database		
SID 318888888	1982-03-04	Jones

Pell Award
CPS Transaction# 01
\$4000
Accepted

Example # 2: New award, New CPS Transaction Number and Change to student identifier

The student gets married resulting in a Name change from Jones to Taylor. The student also becomes a graduate student and is no longer Pell eligible. These changes have already been reported to CPS resulting in a CPS Transaction Number 03. The school submits a Direct Loan award using CPS Transaction Number 03 and the current SID of **318888888**1982-03-04**Jones**, but also submits the name change of Taylor. The Direct Loan award is accepted as there is a match with CPS data at COD for the new name of Taylor and CPS Transaction Number 03. The student identifier is updated to: 318888888 1982-03-04Taylor.

CPS		CPS AAF			
SAR ID		SSN	DOB	Last Name	Pell Elig?
318888888Jo01		318888888	03/04/1982	Jones	Y
318888888Jo02		318888888	03/04/1982	Jones	Y
318888888Jo03		318888888	03/04/1982	Taylor	N

Current Student Identifier = 3188888881982-03-04Taylor		
COD Student Identifier (SID) Database		
SID 318888888	1982-03-04	Taylor
SID 318888888	1982-03-04	Jones

Pell Award
CPS Transaction# 01
\$4000
Accepted

DL Award
CPS Transaction# 03
\$7500
Accepted

Example #3: Maintenance to CPS Transaction Number on existing award

The student EFC changes. The school submits an update to the Direct Loan using CPS Transaction Number 04. The school submits using student identifier: 318888888 03/04/1982 Taylor.

CPS		CPS AAF				
SAR ID		SSN	DOB	Last Name	Pell Elig?	EFC
318888888Jo01		318888888	03/04/1982	Jones	Y	0
318888888Jo02		318888888	03/04/1982	Jones	Y	250
318888888Jo03		318888888	03/04/1982	Taylor	N	0
318888888Jo04		318888888	03/04/1982	Taylor	N	500

Current Student Identifier = 3188888881982-03-04Taylor		
COD Student Identifier (SID) Database		
SID 318888888	1982-03-04	Taylor
SID 318888888	1982-03-04	Jones

Pell Award
CPS Transaction# 01
\$4000
Accepted

DL Award
CPS Transaction #03
\$7500
Accepted
CPS Transaction# 04
\$7250
Accepted

Data Elements Pulled from the CPS

The COD System pulls certain data elements from information provided by the CPS for editing purposes only.

Business Rules:

- The COD System uses the CPS Transaction Number reported in the Award complex element to pull certain data elements from information provided by the CPS.
- For each Pell Grant award received, the COD System always pulls the following data elements from the CPS:
 - Expected Family Contribution (EFC)
 - Secondary EFC (only in the case where the school has indicated its intent to pay from the secondary EFC via the <SecondaryEFCInd> field on the Common Record)
 - Verification Selection
- The COD System determines if certain data elements are transmitted in the Common Record or already exist for the student and award year on the COD database. If neither is true, the COD System will ‘pull’ these data elements from information provided by the CPS.
 - For each Pell Grant or Direct Loan award received, the following data elements are pulled from the CPS information when absent on both the Common Record submission and the COD database:
 - Address (Only if ALL fields are absent: Address, City, State, Zip/Postal Code, Country)
 - Loan Default/Grant Overpayment for student
 - Citizenship status

Note: Citizenship status cannot be pulled from the CPS for PLUS loans and, therefore, is required on the Common Record for PLUS loans.

- For each Direct Loan award received, the following data elements are pulled from the CPS information when absent on both the Common Record submission and the COD database:
 - Dependency Status

General Disbursement Information Rules

Disbursement Sequence Number Required on all Disbursements

A Disbursement Sequence Number must be reported for all disbursements. This is an indicator of a single transaction associated with a specific disbursement number. This field is currently used in Direct Loan transactions and continues under the COD System, but it is new for Pell Grant transactions.

Business Rules:

- The Disbursement Sequence Number determines the order in which the transaction must be processed for a given Disbursement Number.
- The Disbursement Sequence Number must be reported in an incremental, ascending order.
- The Disbursement Sequence Number valid values range from 01-99.
 - Disbursement Sequence Numbers 01-65 are reported by schools.
 - Disbursement Sequence Numbers 66-90 are reserved for COD system-generated adjustments to disbursements.
 - Disbursement Sequence Numbers 99-91 are reserved for Direct Loan Payment to Servicer transactions (in descending order).
- The Disbursement Sequence Number must be reported as “01” when the Payment Trigger is set to “false”.
- Duplicate Disbursement Sequence Numbers for the same Disbursement Number when the Payment Trigger is set to “true” are considered duplicate disbursement transactions.

Payment Trigger

The Payment Trigger is used to identify disbursements that may change the CFL.

Business Rules:

- Disbursement information with the Payment Trigger set to “true” are actual disbursements that may change the CFL.
- Disbursement information with the Payment Trigger set to “false” are treated as edit only and cannot change the CFL.
- For Pell Grant disbursements with a Payment Trigger set to “true” where the current date exceeds 30 calendar days to the disbursement date, the COD System rejects the record with error code 051.
- For Direct Loan disbursements with a Payment Trigger set to “true” where the current date exceeds seven (7) calendar days to the disbursement date, the COD System rejects the record with error code 051.

Note: The allowable timeframe for submitting actual disbursements varies by funding method and program. Please see the Submitting Direct Loan Disbursement Information and Payment Trigger and the Submitting Pell Grant Disbursement Information and Payment Trigger sections.

- If the Payment Trigger is absent from the disbursement information, the COD System sets the Payment Trigger to “false.”
- If the Payment Trigger is set to “true,” the disbursement is processed only if the required tags in the Disbursement Complex Element are complete.

Note: For information on the required tags in the Disbursement complex element, refer to the Minimum Data Elements Required for Document Processing section.

- For Pell Grants, the Payment Trigger can be changed from “true” to “false” between 30 and eight (8) calendar days before the disbursement date.
- The Payment Trigger cannot be changed from “true” to “false” within and including seven (7) calendar days before the disbursement date or any time after the disbursement date.
- Disbursement information with a Payment Trigger set to “true” can be used either to substantiate cash that has been drawn down, or may lead to a change in the CFL.

- Disbursement information with a Payment Trigger set to “true” will not change the CFL until seven (7) calendar days before the disbursement date.
- To make an adjustment to an accepted and posted actual disbursement, the Payment Trigger must be set to “true”.

General Response Information Rules

Response Documents

For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and reason for the rejection.

Business Rules:

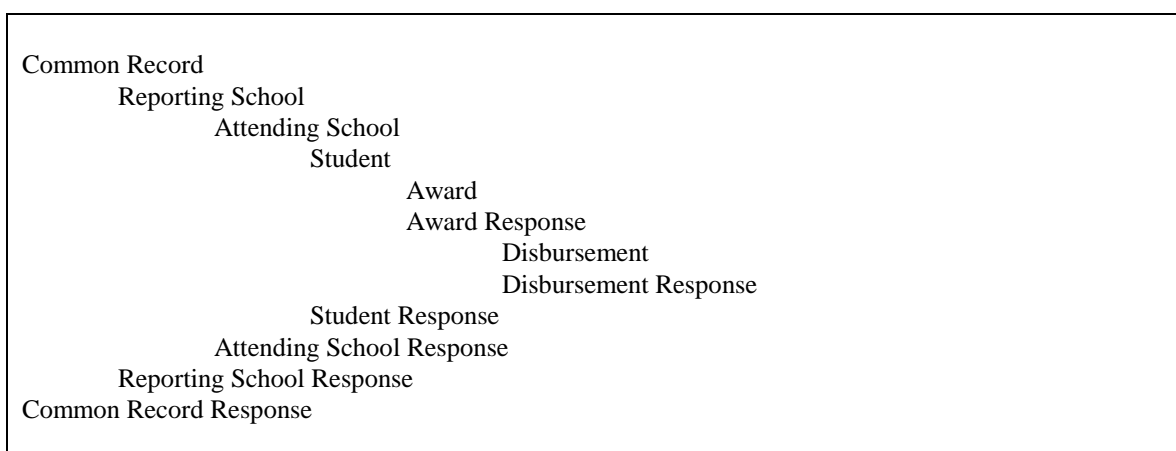
- The COD System sends one Response document for each Common Record document submitted.
- A Response complex element is generated for each major complex element reported on a Common Record document: Document, Reporting School, Student, Award, and Disbursement.
- All Response complex elements are nested within the Response document.
- Schools have an option to receive a Full or Standard Response to Common Records processed by the COD System.
 - A Full Response contains all the original tags sent by the School and the rejected data elements and reason codes.
 - A Standard Response contains only the rejected data elements and reason codes.
- Schools can override this option on a record-by-record basis by submitting the <FullRsFlg> tag on the Common Record.
 - If the <FullRsFlg> tag is not sent, the option defaults to the value set in the School Profile.
 - Unless the school contacts the COD School Relations Center to change this option, the School Profile will default to a Standard Response.
- For Common Records transmitted via SAIG, the COD System sends Response Documents to the school's SAIG mailbox.

- For Common Records transmitted via the web, schools have an option to receive a Response either via the web or via their SAIG mailbox.
 - Unless the school contacts COD School Relations Center to change this option, the school will receive a Response via the web. This option may be overridden on a record-by-record basis.

School will receive:	If the school sends the Common Record via:	
	SAIG Mailbox	COD Website
Receipt	Via SAIG Mailbox	N/A
Response	Via SAIG Mailbox	Via SAIG Mailbox OR On COD Website

Example:

The following diagram illustrates a Response complex element is generated for every complex element of data submitted on the Common Record and the nesting of those complex elements within the Response Document:



Response Indicator

For each Response complex element returned, the COD System generates a Response Indicator that indicates whether the complex element was accepted, rejected, or corrected. The Response complex element and Response Indicator is returned for each major complex element: Reporting School, Student, Award, and Disbursement.

Business Rules:

- The COD System returns a Response complex element with a Response Indicator of A (Accepted), R (Rejected) or C (Corrected).
- A Response complex element with a Response Indicator of A (Accepted) is returned to indicate that the complex element was accepted.
- A Response complex element with a Response Indicator of A (Accepted) may have a warning edit returned on the complex element.
- A Response complex element with a Response Indicator of A (Accepted) does not exclude another complex element in the hierarchy from being accepted, rejected or corrected.
 - If a Person complex element is Accepted, this does not exclude the possibility that the Award or Disbursement complex elements may be accepted, corrected, or rejected.
 - If a Award complex element is Accepted, this does not exclude the possibility that the Person or Disbursement complex elements may be accepted, corrected, or rejected
- A Response complex element with a Response Indicator of R (Rejected) is returned to indicate that 100% of the data elements in the complex element are rejected.
- A Response complex element with a Response Indicator of R (Rejected) is returned with at least one reject edit.

- A Response complex element with a Response Indicator of R (Rejected) can result in other complex elements being rejected.
 - If a Person complex element is rejected, then the Award complex element is rejected, even if all data in the Award complex element passed the edits, because the COD System cannot accept an Award complex element without an established Person.
 - If an Award complex element is rejected, then the Disbursement complex element is rejected, even if all data in the Disbursement complex element passed the edits, because the COD System cannot accept the Disbursement complex element without an established Award.
 - If all Award complex elements in the submission are rejected, then the Person complex element is rejected, because the COD system cannot accept a Person complex element without at least one established Award.

Note: Please refer to the Documents Must Contain At Least One Detailed Record section for more information.

- A Response complex element with a Response Indicator of C (Corrected) is returned only when at least one data element within the complex element has been corrected. Because the COD System corrects only Pell Grant Award and Disbursement data for schools that choose to have their data corrected rather than rejected, an <RsInd> of C is returned only in these complex elements.
- A Response complex element with a Response Indicator of C (Corrected) does not preclude another complex element in the hierarchy from being accepted, rejected or corrected.
 - If an Award complex element is corrected, this does not exclude the possibility that the Disbursement complex element may be accepted, corrected, or rejected.
 - If a Disbursement complex element is corrected, this does not exclude the possibility that the Award complex element may be accepted, corrected, or rejected.

Example:

Complex Element	Processed with Edits	Response Indicator
Person	No	A (Accepted)
Award	No	A (Accepted)
Disbursement	No	A (Accepted)

Complex Element	Processed with Edits	Response Indicator
Person	No	A (Accepted)
Award	Yes (with corrections)	C (Corrected)
Disbursement	No	A (Accepted)

Complex Element	Processed with Edits	Response Indicator
Person	No	R (Rejected) *Because no Awards were accepted
Award	Yes	R (Rejected)
Disbursement	No	R (Rejected) *Because the Award was not accepted)

Complex Element	Processed with Edits	Response Indicator
Person	No	A (Accepted) *Because at least one Award was accepted
Award	No	A (Accepted)
Award	Yes	R (Rejected)
Disbursement	No	R (Rejected) *Because the Award was not accepted)

COD Message Classes

For information on the message classes to be used by COD Full Participants, please refer to Appendix M – COD Message Class Table.

Direct Loan Award and Disbursement Process

Utilizing Loan Key for Subsidized and Unsubsidized Direct Loans

The Loan Key is a shortcut to avoid multiple submission of tags where data is consistent across loans for a single borrower.

Business Rules:

- There are two reference tags in the Common Record identified as Loan Key:
 - The first tag is an attribute for DLLoanInfo - `<DLLoanInfo LoanKey="1">`.
 - The second tag is a simple element - `<LoanKey>`.
- Both of these reference tags are required when submitting Direct Loan Award information.
- These two reference tags link two sections of loan information together expediting the reporting of similar data across subsidized and unsubsidized loans for a single borrower.
- A LoanKey number is referenced once but can be used by multiple subsidized and unsubsidized loans within the same submission. See EXAMPLE #1.

Note: A PLUS loan within the same submission must have a unique LoanKey number as some of the shared data elements in DLLoanInfo always have different values for PLUS. For example, the Origination Fee for PLUS loans = 4% and for subsidized and unsubsidized loans = 3%.

- It is permissible to send a unique LoanKey for each subsidized and unsubsidized loan. See EXAMPLE #2.
- A LoanKey references the following data elements shared by subsidized and unsubsidized loans:
 - Origination Fee Percent, `<OrigntnFeePct>`
 - Interest Rebate Percent, `<IntRebatePct>`
 - Promissory Note Print Indicator, `<PromNtPrtInd>`
 - Disclosure Statement Print Indicator, `<DiscStmntPrtInd>`
 - Grade Level Indicator, `<GradeLevelInd>`
 - Award Begin Date, `<AwardBeginDt>`

- Award End Date, <AwardEndDt>
- Academic Year Begin Date, <AcYrBeginDt>
- Academic Year End Date, <AcYrEndDt>

Example:**EXAMPLE #1:**

In this example, there is one LoanKey. The LoanKey = “1” can be used for a subsidized and an unsubsidized loan. If this student submission also included a PLUS loan, this same LoanKey = “1” could not be used for a PLUS loan. The PLUS loan must have a unique LoanKey such as LoanKey = “2.”

Note: This reference structure allows for more efficient transmission of loan information. Loan information that could be reported for multiple loans is “pulled up” to allow for a repeatable complex element.

Below is the content of DLLoanInfo and of the DLSub and DLUnsub complex elements:

```
<DLLoanInfo LoanKey="1">
  <OrigntnFeePct>.03</OrigntnFeePct>
  <IntRebatePct>.015</IntRebatePct>
  <PromNtPrtInd>S</PromNtPrtInd>
  <DiscStmtPrtInd>Y</DiscStmtPrtInd>
  <GradeLevelInd>1</GradeLevelInd>
  <AwardBeginDt>2002-09-01</AwardBeginDt>
  <AwardEndDt>2003-05-15</AwardEndDt>
  <AcYrBeginDt>2002-09-01</AcYrBeginDt>
  <AcYrEndDt>2003-05-15</AcYrEndDt>
</DLLoanInfo>
<DLSub>
  <AwardYr>2003</AwardYr>
  <CPSTransNum>4</CPSTransNum>
  <AwardAmt>2625</AwardAmt>
  <LoanKey>1</LoanKey>
  <AwardNum>001</AwardNum>
  <AwardID>123456789S03G12345001</AwardID>
  <AwardCreatedDt>2002-07-01</AwardCreatedDt>
</DLSub>
<DLUnsub>
  <AwardYr>2003</AwardYr>
  <CPSTransNum>4</CPSTransNum>
  <AwardAmt>1000</AwardAmt>
  <LoanKey>1</LoanKey>
  <AwardNum>001</AwardNum>
  <AwardID>123456789U03G12345001</AwardID>
  <AwardCreatedDt>2002-07-01</AwardCreatedDt>
</DLUnsub>
```

In this example, all of the LoanKey content equal one. Therefore, the COD System knows the information in DLLoanInfo can be used for both the DLSub and DLUnsub.

EXAMPLE #2:

In this example, there are two LoanKeys. The LoanKey = “1” is used for the subsidized loan and the LoanKey = “2” is used for the unsubsidized loan. If this student submission also included a PLUS loan, the PLUS loan requires a unique LoanKey which could be LoanKey = “3.”

Below is the content of DLLoanInfo for a student receiving a subsidized and an unsubsidized loan where a unique LoanKey is used for each loan.

Note: Submitting DLLoanInfo in this manner does NOT take advantage of the short cut described in the previous Example #1 for transmission of loan information. In this example, the same Loan information is reported multiple times within the same submission.

Below is the content of DLLoanInfo for a student receiving a subsidized and an unsubsidized loan where a unique LoanKey is used for each loan.

```
<DLLoanInfo LoanKey="1">
  <OrigntnFeePct>.03</OrigntnFeePct>
  <IntRebatePct>.015</IntRebatePct>
  <PromNtPrtInd>S</PromNtPrtInd>
  <DiscStmtPrtInd>Y</DiscStmtPrtInd>
  <GradeLevelInd>1</GradeLevelInd>
  <AwardBeginDt>2002-09-01</AwardBeginDt>
  <AwardEndDt>2003-05-15</AwardEndDt>
  <AcYrBeginDt>2002-09-01</AcYrBeginDt>
  <AcYrEndDt>2003-05-15</AcYrEndDt>
</DLLoanInfo>
<DLSub>
  <AwardYr>2003</AwardYr>
  <CPSTransNum>4</CPSTransNum>
  <AwardAmt>2625</AwardAmt>
  <LoanKey>1</LoanKey>
  <AwardNum>001</AwardNum>
  <AwardID>123456789S03G12345001</AwardID>
  <AwardCreateDt>2002-07-01</AwardCreateDt>
</DLSub>
<DLLoanInfo LoanKey="2">
  <OrigntnFeePct>.03</OrigntnFeePct>
  <IntRebatePct>.015</IntRebatePct>
  <PromNtPrtInd>S</PromNtPrtInd>
  <DiscStmtPrtInd>Y</DiscStmtPrtInd>
  <GradeLevelInd>1</GradeLevelInd>
  <AwardBeginDt>2002-09-01</AwardBeginDt>
  <AwardEndDt>2003-05-15</AwardEndDt>
  <AcYrBeginDt>2002-09-01</AcYrBeginDt>
  <AcYrEndDt>2003-05-15</AcYrEndDt>
</DLLoanInfo>
<DLUnsub>
  <AwardYr>2003</AwardYr>
  <CPSTransNum>4</CPSTransNum>
  <AwardAmt>1000</AwardAmt>
```

```
<LoanKey>2</LoanKey>  
<AwardNum>001<AwardNum>  
<AwardID>123456789U03G12345001</AwardID>  
<AwardCreatedDt>2002-07-01</AwardCreatedDt>  
</DLUnsub>
```

In this example, the DLSub and DLUnsub have unique LoanKey content. Therefore, the DLLoanInfo cannot be “pulled up” and the DLLoanInfo complex element is submitted twice with information for each loan.

Submitting Direct Loan Edit Only Record with Disbursement Information

A Direct Loan Edit Only Record can be submitted to the COD System to originate a loan and to determine the MPN Status. When disbursement information is sent as part of the Edit Only Record, disbursement edits are performed, the COD System can generate Disclosure Statements, when appropriate, and estimated disbursements are reflected on the Pending Disbursement List report.

Note: For more information, please refer to the Generating Disclosure Statements section.

Business Rules:

- An Edit Only Record including Disbursement information with a Payment Trigger set to “false” functions like an Origination Record indicating estimated disbursements.
- The Response from an Edit Only Record for a subsidized or an unsubsidized loan provides the MPN Status and MPN Indicator.
- An Edit Only Record is processed by the COD System and serves as an early detection for any edit issues, which may cause the record to reject at the time of disbursement. For example, the student identifier match with the CPS is performed on an Edit Only Record as well as edits on disbursements if submitted.
- Including disbursement information with a Payment Trigger set to “false” as part of the Edit Only Record is recommended for the Direct Loan Program to assist in the timely generation of Disclosure Statements.

Note: If an Edit Only Record with disbursement information is not submitted to the COD System, the Pending Disbursement List report will not reflect the estimated disbursements. In this case, the school’s system needs the ability to query or identify when a loan award needs an actual disbursement submitted with a Payment Trigger set to “true.”

Generating Disclosure Statements

Disclosure Statements are generated for subsidized and unsubsidized loans.

Business Rules:

- Disclosure Statement Print Indicator is a data element on the Common Record indicating whether the school or COD prints the Disclosure Statement.
- The valid values for the Disclosure Statement Print Indicator are:
 - Y = COD prints and sends to borrower
 - R = COD reprint
 - Defaults to option on school profile

Note: The Disclosure Statement Print Indicator does not have a value for the school prints. If a school wants to print its disclosure statements, this option must be set in the school profile and the Disclosure Print Indicator field is not submitted in the Common Record submission.

- If an award does not contain the Disclosure Statement Print Indicator, the COD System defaults to the option on the school profile when processing the award.
- Disclosure Statements printed by a school must be printed on the approved Disclosure Statement form.
 - For the approved Disclosure Statement form contact COD School Relations.
 - When printing the Disclosure Statement, it is recommended to use Courier, 10 point, 12 pitch font.
- The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure Statement.
- Disclosure Statements must be given to the borrower before or at the time of the first disbursement.
 - If a school submits actual disbursements for a loan award to the COD System after the first disbursement is made, the school must provide the borrower with the Disclosure Statement and the Plain Language Disclosure before or at the time of the disbursement, unless a disclosure statement was previously sent by the COD System through an edit-only record with disbursement information.

- The COD System generates a Disclosure Statement for subsidized and unsubsidized loans 30 calendar days before the disbursement date whether the Payment Trigger is “false” or “true.”
- If the disbursement information is submitted to the COD System less than 30 calendar days before the first disbursement date, the Disclosure Statement is printed immediately.

Note: In order for the COD System to generate a Disclosure Statement, disbursement information must be submitted and accepted by the COD System. If you wait and submit disbursement information seven (7) calendar days prior to the disbursement date, the Disclosure Statement prints seven (7) calendar days prior to the disbursement date.

Example: When a Disclosure Prints at COD

Disb. Info Submitted	Date Disb. Info Submitted	Payment Trigger	Disb. Date	Disclosure Statement Generated by COD
More than 30 calendar days prior	08-01-02	False	09-10-02	08-12-02
30 calendar days prior	08-12-02	False	09-10-02	08-12-02
7 calendar days prior	09-03-02	true or False	09-10-02	09-03-02
On Disb. Date	09-10-02	true or False	09-10-02	09-10-02

Performing Annual Loan Limit Edits

The COD System performs annual Loan Limit edits using Academic Year, Student Grade Level and, when appropriate, the Additional Unsubsidized Loan for Health Profession Programs flag.

Business Rules:

- To perform annual loan limit edits, the COD System selects subsidized and unsubsidized loans with the following criteria to pool with the incoming loan:
 - Same borrower as the incoming disbursement AND
 - Same grade level as the incoming disbursement AND
 - Same academic year start and end date as the incoming disbursement OR
 - Academic year that contains the academic year of the incoming disbursement OR
 - Academic year that is contained wholly within the academic year of the incoming disbursement
- The COD System does not perform loan limit edits on disbursements with overlapping academic years.
- For disbursements with overlapping academic years, the COD System transmits a warning to the school as part of the Response Document. This warning indicates that another disbursement with an overlapping academic year exists and that the school is responsible for ensuring the student has not exceeded his / her annual loan limits.
- The COD System performs loan limit edits on subsidized and unsubsidized loans to ensure that a student does not exceed annual maximum loan limits based on Student Grade Level and, if appropriate, Eligibility for Additional Unsubsidized Loan for Health Profession Programs.
- The Additional Unsubsidized Eligibility for Health Profession Programs tag <AddtHPPA> is submitted to the COD System to be used when performing loan limit edits.
- The Dependency Status and Additional Unsubsidized Eligibility for a Dependent Student are factors not used when performing the loan limit edits at COD.

Note: These factors must still be considered by a school when determining a student's loan limit.

Submitting Direct Loan Disbursement Information and Payment Trigger

The COD System can accept Direct Loan Disbursement information in advance, on or after the Disbursement Date.

Business Rules:

- The COD System accepts disbursement information in advance, on or after the disbursement date.
- Disbursement Date is the date the money was credited to the student's account or paid to the student (or borrower, if PLUS loan) directly for a specific disbursement number. Disbursement Date is NOT the date of the adjustment transaction. The Disbursement Date is submitted on a Disbursement transaction as well as on an Adjusted Disbursement Amount transaction.

Note: In prior years, for an Adjusted Disbursement Amount, the transaction date of the adjustment was submitted for processing. For 2002-2003 adjusted disbursement amounts, Full Participants must submit the Disbursement Date, NOT the transaction date.

- Disbursement information is submitted to the COD System with a Payment Trigger equal to “true” or “false.”
 - A Payment Trigger = “false” (submit disbursement information for edit only). False indicates estimated disbursement information and functions like an origination record.
 - A Payment Trigger = “true.” True indicates actual disbursement information.
 - If the Payment Trigger is omitted from the Common Record, the COD System sets it to “false.”
- A Payment Trigger = “false” can be updated to “true” on a Direct Loan disbursement.
- A Payment Trigger = “true” cannot be updated to “false” on a Direct Loan disbursement.

Note: In this case, a school needs to adjust the disbursement to \$0. Details on adjusting disbursements to \$0 are provided in the Updating and Adjusting Direct Loan Disbursement Amounts and Dates section.

- Payment Trigger can be updated and disbursements can be generated, updated and adjusted on the COD website.

- The required data elements for an edit only DL disbursement are:
 - Disbursement Number, <Disbursement Number= " ">
 - Disbursement Amount (gross), <DisbAmt> (gross amount)
 - Disbursement Date, <DisbDt>
 - Payment Trigger set to “false,” <PmtTriggerFlg = “false”>
 - Disbursement Sequence Number, <DisbSeqNum>
 - Disbursement Net Amount, <DisbNetAmt>
 - Disbursement Fee Amount, <DisbFeeAmt>
 - Interest Rebate Amount, <IntRebateAmt>
- The required data elements for an actual disbursement are:
 - Disbursement Number, <Disbursement Number= " ">
 - Disbursement Amount (gross), <DisbAmt> (gross amount)
 - Disbursement Date, <DisbDt>
 - Payment Trigger set to “true,” <PmtTriggerFlg = “true”>
 - Disbursement Sequence Number, <DisbSeqNum>
 - Disbursement Net Amount, <DisbNetAmt>
 - Disbursement Fee Amount, <DisbFeeAmt>
 - Interest Rebate Amount, <IntRebateAmt>

Note: The COD System does not accept Direct Loan PLUS disbursements with a Payment Trigger = “true” without an approved credit decision on file.

- The calculation to determine whether or not to increase the CFL is driven by:
 - Disbursement Date,
 - Payment Trigger set to “true,” and
 - Acceptance of an actual disbursement.

Note: No longer does just the Disbursement Date and an accepted promissory note (if COD prints and collects the note), drive the calculation to determine whether or not to increase the CFL.

- Schools participating in **Advance Pay** can submit a Payment Trigger = “true” up to seven (7) calendar days prior to the disbursement date.
 - When the current date is seven (7) calendar days or less prior to the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts the actual disbursement whether or not the MPN or PLUS promissory note is accepted. The COD System will not accept a PLUS actual disbursement without an approved credit decision on file.
 - The CFL calculation is performed and uses the actual disbursement to determine if the CFL needs to be increased once the promissory note is on file.
 - When the actual disbursement is accepted prior to the disbursement date and the promissory note is on file, the actual disbursement is booked on the disbursement date and passed to Servicing.
 - When the current date exceeds seven (7) calendar days prior to the Disbursement Date and the Payment Trigger is set to “true,” the COD System rejects the disbursement with error code 051.
- Schools participating in **Pushed Cash**, can submit a Payment Trigger = “true” up to seven (7) calendar days prior to the disbursement date.
 - When the current date is seven (7) calendar days or less prior to the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts the actual disbursement if the MPN or PLUS promissory note is accepted. If the MPN or PLUS promissory note is rejected, the actual disbursement is rejected. In addition, the COD System does not accept a PLUS actual disbursement without an approved credit decision on file.
 - The CFL calculation is performed and uses the actual disbursement to determine if the CFL needs to be increased.
 - When the actual disbursement is accepted prior to the disbursement date, the actual disbursement is booked on the disbursement date and passed to Servicing.
 - When the current date exceeds seven (7) calendar days prior to the Disbursement Date and the Payment Trigger is

set to “true,” the COD System rejects the disbursement with error code 051.

Note: For schools participating in Pushed Cash, the Pending Disbursement List report can assist in identifying estimated disbursements and their disbursement date.

- Schools placed in **Cash Monitoring 1 (CM1)** by Case Management can submit a Payment Trigger = “true” up to seven (7) calendar days prior to the disbursement date.
 - When the current date is seven (7) calendar days or less prior to the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts the actual disbursement if the MPN or PLUS promissory note is accepted. If the MPN or PLUS promissory note is rejected the actual disbursement is rejected. In addition, the COD System does not accept a PLUS actual disbursement without an approved credit decision on file.
 - The CFL calculation is performed and uses the actual disbursement to determine if the CFL needs to be increased.
 - The CFL will equal the net accepted actual disbursements. CM1 schools will not have any money available to them until actual disbursements are accepted by the COD System.
 - When the actual disbursement is accepted prior to the disbursement date, the actual disbursement is booked on the disbursement date and passed to Servicing.
 - When the current date exceeds seven (7) calendar days prior to the Disbursement Date and the Payment Trigger is set to “true,” the COD System rejects the disbursement with error code 051.

Note: For schools participating in CM1, the Pending Disbursement List report can assist in identifying estimated disbursements and their disbursement date.

- Schools placed in **Reimbursement** or **Cash Monitoring 2 (CM2)** by Case Management can submit a Payment Trigger = “true” if the current date is equal to or after the Disbursement Date.
 - If the current date is equal to or after the Disbursement Date and the Payment Trigger is set to “true” the disbursement is reviewed and may be approved by FSA.
 - When the current date is seven (7) calendar days or less prior to the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts the actual disbursement if the MPN or PLUS promissory note is accepted. If the MPN or PLUS promissory note is rejected the actual disbursement is rejected. In addition, the COD System does not accept a PLUS actual disbursement without an approved credit decision on file.
 - CFL is increased based on approvals by Case Management.
 - Reimbursement Analyst initiates the drawdown through GAPS.

Example for Schools Participating in Advance Pay:

Date Disb Info Submitted	Payment Trigger	Disb Date	Accepted MPN/PLUS Promissory Note	RESULTS: CFL Calculation is Performed
08-29-2002	true	09-06-2002	Yes or No	NO
08-30-2002	true	09-06-2002	Yes or No	YES
09-01-2002	true	09-06-2002	Yes or No	YES
09-08-2002	true	09-06-2002	Yes or No	YES

Example for Schools Participating in Pushed Cash or CM1:

Date Disb Info Submitted	Payment Trigger	Disb Date	Accepted MPN/PLUS Promissory Note	RESULTS: CFL Calculation is Performed
08-29-2002	true	09-06-2002	Yes or No	NO
08-30-2002	true	09-06-2002	No	NO
08-30-2002	true	09-06-2002	Yes	YES
09-08-2002	true	09-06-2002	No	NO
09-08-2002	true	09-06-2002	Yes	YES

Example for Schools Participating in Reimbursement or CM2:

Date Disb Info Submitted	Payment Trigger	Disb Date	Accepted MPN/PLUS Promissory Note	RESULTS: Review by FSA
08-29-2002	true	09-06-2002	Yes or No	NO
08-30-2002	true	09-06-2002	Yes or No	NO
09-06-2002	true	09-06-2002	Yes	YES
09-06-2002	true	09-06-2002	No	NO
09-08-2002	true	09-06-2002	Yes	YES
09-08-2002	true	09-06-2002	No	NO

Reporting Pennies in the Award and Disbursement Amount Data Elements

The Award and Disbursement Amounts on the Common Record may include pennies. In the Direct Loan Program, pennies CANNOT be disbursed. Award and Disbursement Amounts must be reported as whole dollar amounts or a decimal point with two zeros.

Business Rules:

- The data elements for Award and Disbursement Amounts on the Common Record may include two digits to the right of a decimal point.
- When the reported amount does not include a decimal point, the COD System infers a decimal point and two zeros to the right of the last digit reported. For example, if a school reports 1000, the COD System stores as 1000.00.
- The Direct Loan Program does NOT calculate award or disbursements amounts using pennies. (The method for calculating disbursements has not changed and is included in the next section.)
- For the Direct Loan Program, schools must report dollar amounts with a decimal and two zeros to the right of the decimal (**3500.00**)

OR

Report the whole dollar amount only (**3500**) and the COD System infers the decimal point and two zeros and stores as (**3500.00**).

- The award and disbursement amount data elements are:
 - Award Amount, <AwardAmt>
 - Award Amount Requested, <AwardAmtRqd>
 - Disbursement Amount (gross), <DisbAmt>
 - Disbursement Fee Amount, <DisbFeeAmt>
 - Interest Rebate Amount, <IntRebateAmt>
 - Disbursement Net Amount, <DisbNetAmt>

Example:

When reporting a Direct Loan Award Amount of \$2625:

1) Include the decimal point and two zeros to the right: 2625.00

OR

2) Omit the decimal point and report the whole dollar amount only: 2625
Then, the COD System infers a decimal and stores 2625.00

DO NOT submit 262500 as the COD System infers a decimal and stores this submission as 262500.00.

Calculating Direct Loan Disbursements

The current disbursement calculations and rounding logic used to process Direct Loans in 2001- 2002 continues to be used for 2002-2003.

The next two sections discuss these calculations and provide examples. This first section discusses ***Disbursement Amount (Gross) Calculations***. The next section discusses ***Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations***.

Business Rules:

- The current method to calculate individual Disbursement Amounts (Gross) and the current rounding logic remain as is. The variance is still applied to the last disbursement. See **Disbursement Amount (Gross) Calculations** below for steps and examples.
- Schools submit to the COD System the Disbursement Amount (gross), Disbursement Fee Amount, Interest Rebate Amount and Disbursement Net Amount for disbursements.
- The method to calculate the Disbursement Net Amount and Disbursement Fee Amount and Interest Rebate Amount is a six step process. See the next section **Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations** for the calculations and examples.

Disbursement Amount (Gross) Calculations:

When determining disbursement amounts (gross) for a loan, dollar figures are rounded to the nearest dollar and all disbursements are equal with the exception of the last disbursement, in some cases. This is due to any variance being applied to the last disbursement.

When computing gross disbursement amounts, use the following specifications:

Step 1: *Individual disbursement amount is Award Amount divided by the total number of disbursements.*

If necessary, truncate any positions that exist past 2 decimal places.

Step 2: *Round the individual disbursement amount. Rounding occurs at the 1st and 2nd decimal places to the nearest dollar.*

- If the 1st and 2nd decimal places are 50 or greater, increase the 1st digit to the left of the decimal sign by one.

- If the 1st and 2nd decimal places are less than 50, do not change the 1st digit to the left of the decimal sign.

Step 3: *To determine the amount of the last disbursement, multiply the individual disbursement amount by the number of disbursements.*

- If the sum of the disbursements is greater than the Loan Amount Approved, subtract the difference from the last disbursement.
- If the sum of the disbursements is less than the Loan Amount Approved, add the difference to the last disbursement.

The variance is applied to the last disbursement.

Example 1: Determining Gross Disbursement Amount for Two Disbursements

Award Amount: \$2625

Step 1: 2625 divided by 2 = 1312.5000

First truncate any positions that exist past 2 decimals as rounding occurs at the 1st and 2nd decimal places.

Therefore, 1312.5000 truncates to 1312.50

Step 2: Round at the 1st and 2nd decimal places to determine the individual disbursement amount.

- If the 1st and 2nd decimal places are .50 or greater, increase the 1st digit to the left of the decimal sign by 1.
- If the 1st and 2nd decimal places are less than .50, do not change the 1st digit to the left of the decimal sign.

Round 1312.50 to 1313. Therefore, all disbursement amounts are 1313 except the last disbursement.

Step 3: To determine the last disbursement amount, multiply the individual disbursement amount by the number of disbursements.

Multiply 1313 by 2 = 2626

Since \$2626 is more than \$2625, subtract the difference of \$1. The last disbursement is equal to \$1313–\$1 or \$1312.

Final Results:

1st Disbursement Amount (gross) = 1313

2nd Gross Disbursement Amount (gross) = 1312

Total Award Amount = \$2625

Example 2: Determining Gross Disbursement Amount for Three Disbursements

Award Amount: \$1000

Step 1: 1000 divided by 3 = 333.3333

First truncate any positions that exist past 2 decimals as rounding occurs at the 1st and 2nd decimal places.

Therefore, 333.3333 truncates to 333.33

Step 2: Round at the 1st and 2nd decimal places to determine the individual disbursement amount.

- If the 1st and 2nd decimal places are .50 or greater, increase the 1st digit to the left of the decimal sign by one.
- If the 1st and 2nd decimal places are less than .50, do not change the 1st digit to the left of the decimal sign.

Round 333.33 to 333. Therefore, all disbursement amounts are 333 except the last disbursement.

Step 3: To determine the last disbursement amount, multiply the individual disbursement amount by the number of disbursements.

Multiply 333 by 3 = 999

Since \$999 is less than \$1000 you add the difference of \$1. The last disbursement is equal to \$333 + \$1 or \$334.

Final Results:

1st Disbursement Amount (gross) = \$333

2nd Disbursement Amount (gross) = \$333

3rd Disbursement Amount (gross) = \$334

Total Award Amount = \$1000

Example 3: Determining Gross Disbursement Amount for Six Disbursements

Award Amount: \$22,167

Step 1: 22167 divided by 6 = 3694.5000

First truncate any positions that exist past 2 decimals as rounding occurs at the 1st and 2nd decimal places.

Therefore, 3694.5000 truncates to 3694.50

Step 2: Round at the 1st and 2nd decimal places to determine the individual disbursement amount.

- If the 1st and 2nd decimal places are .50 or greater, increase the 1st digit to the left of the decimal sign by 1.
- If the 1st and 2nd decimal places are less than .50, do not change the 1st digit to the left of the decimal sign.

Round 3694.50 to 3695. Therefore, all disbursement amounts are 3695 except the last disbursement.

Step 3: To determine the last disbursement amount, multiply the individual disbursement amount by the number of disbursements.

Multiply 3695 by 6 = 22170

Since \$22170 is more than \$22167, subtract the difference of \$3. The last disbursement is equal to \$3695–\$3 or \$3692.

Final Results:

1st Disbursement Amount (gross) = \$3695

2nd Disbursement Amount (gross) = \$3695

3rd Disbursement Amount (gross) = \$3695

4th Disbursement Amount (gross) = \$3695

5th Disbursement Amount (gross) = \$3695

6th Disbursement Amount (gross) = \$3692

Total Award Amount = \$22,167

Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations

A 6-step calculation is used to derive the Disbursement Net Amount, Disbursement Fee Amount and Interest Rebate Amount. This process allows a school to start the calculation with either the gross disbursement amount or the net disbursement amount and arrive with the same results.

Business Rules:

- An up-front interest rebate amount is calculated at the disbursement level by the schools for each subsidized, unsubsidized, and PLUS loan.
- The combined fee/interest is a field used to assist in the calculation of the net disbursement amount. This field is for the calculation only and is NOT a field sent to the COD System.
- When calculating the Combined Fee/Interest Rebate Amount and the Loan Fee Amount, take all results out three (3) decimal places to ensure consistent results and then truncate.
- When determining the Combined Fee/Interest Rebate Amount, Disbursement Fee Amount, and the Interest Rebate Amount truncate the result.
- Truncate means the cents are removed and the remaining whole dollar is the amount to use. Do not round up or down.
- When calculating individual disbursement fee amount, interest rebate amount, and disbursement net amount, use the following specifications for all disbursements:

To calculate *Net Disbursement Amount*:

Step 1: Combined Fee/Interest Rebate Amount (go out to 3 decimal places) = Disbursement Amount (Gross) x (Origination Fee Percentage – Interest Rebate Percentage)

Step 2: Truncate the Combined Fee/Interest Rebate Amount

Step 3: Disbursement Net Amount = Disbursement Amount (gross) – Combined Fee/Interest Rebate Amount

To calculate *Loan Fee Amount*:

Step 4: Disbursement Fee Amount (go out to 3 decimal places) = Disbursement Amount (gross) x Origination Fee Percentage

Step 5: Truncate the Disbursement Fee Amount

To calculate **Interest Rebate Amount**:

Step 6: Interest Rebate Amount = Disbursement Net Amount – (Disbursement Amount (gross) – Disbursement Fee Amount)

To calculate from **Disbursement Net Amount to Disbursement Amount (gross)** use the following calculation:

Disbursement Net Amount multiplied by 100 divided by 100 minus (Fee% - Rebate%)

OR

Disbursement Net Amount divided by .985 = Disbursement Amount (gross) (truncated)

Then proceed with Step 4.

Example 1: Determining Combined Fee/Interest Rebate Amount, Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount for three Disbursements

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Disb. Number	Gross Disb. Amount	Combined Fee/Interest Rebate Amount	Truncated Combined Fee/Interest Rebate Amount	Disb. Net Amount	Disb. Fee Amount	Truncated Disb. Fee Amount	Interest Rebate Amount
1	\$1167	$1167 \times (.03 - .015) = 17.505$	17	$1167 - 17 = 1150$	$1167 \times .03 = 35.01$	35	$1150 - (1167 - 35) = 18$
2	\$1167	$1167 \times (.03 - .015) = 17.505$	17	$1167 - 17 = 1150$	$1167 \times .03 = 35.01$	35	$1150 - (1167 - 35) = 18$
3	\$1166	$1166 \times (.03 - .015) = 17.49$	17	$1166 - 17 = 1149$	$1166 \times .03 = 34.98$	34	$1149 - (1166 - 34) = 17$
Totals	\$3500			\$3449		104	53

Example 2: Determining Combined Fee/Interest Rebate Amount, Disbursement Net Amount, Loan Fee Amount, and Interest Rebate Amount for twelve disbursements

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Disb. Number	Gross Disb. Amount	Combined Fee/Interest Rebate Amount	Truncated Combined Fee/Interest Rebate Amount	Disb. Net Amount	Disb. Fee Amount	Truncated Disb. Fee Amount	Interest Rebate Amount
1	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
2	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
3	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
4	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
5	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
6	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
7	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
8	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
9	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
10	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
11	\$219	$219 \times (.03 - .015) = 3.285$	3	$219 - 3 = 216$	$219 \times .03 = 6.57$	6	$216 - (219 - 6) = 3$
12	\$216	$216 \times (.03 - .015) = 3.240$	3	$216 - 3 = 213$	$216 \times .03 = 6.48$	6	$213 - (216 - 6) = 3$
Totals	\$2625			\$2589		72	36

Updating and Adjusting Direct Loan Disbursement Amounts and Dates

Disbursement Amounts and Dates can be updated while the Payment Trigger is set to “false.” Once the Payment Trigger = “true,” the Disbursement Amount and Dates can be adjusted.

Business Rules:

Updating:

- Disbursement Amount and Disbursement Date can be updated prior to a Payment Trigger = “true.”
- To update a Disbursement Amount and/or Disbursement Date, the following data elements are required:
 - Payment Trigger = “false”, <PmtTriggerFlg = “false”>
 - Disbursement Number, <Disbursement Number “”>
 - Disbursement Sequence Number of “01”, <DisbSeqNum>
 - Disbursement Amount (gross), <DisbAmt>
 - Disbursement Date, <DisbDt>

Note: When updating a disbursement, the disbursement amount and date cannot be updated in the same submission.

Adjusting:

- Once a disbursement transaction with a Disbursement Sequence Number of “01” is accepted with a Payment Trigger = “true,” the Disbursement Amount and Disbursement Date can be adjusted.
- Disbursement Amount and Disbursement Date cannot be adjusted in the same submission.
- A disbursement transaction to adjust a Disbursement Amount or Date must have a unique Disbursement Sequence Number.
- Disbursement Sequence Numbers for a specific Disbursement Number must be used in sequential order within the range of 01-65.

- Disbursement Date is always the date the cash was credited to the student's account or paid to the student (or borrower, if PLUS loan) directly for a specific disbursement number.
- Disbursement Date is submitted on an Adjusted Disbursement Amount transaction.

Note: In prior years, for an Adjusted Disbursement Amount, the transaction date of the adjustment was submitted for processing. For 2002-2003 adjusted disbursement amounts, Full Participants must submit the Disbursement Date, NOT the transaction date. See Example below.

- Direct Loan disbursement amounts can be adjusted to \$0.
- **To adjust a Disbursement Amount**, the following data elements are required:
 - Payment Trigger = “true”, <PmtTriggerFlg = “true”>
 - Disbursement Number, <Disbursement Number “”>
 - New Disbursement Sequence Number, <DisbSeqNum>
 - New Disbursement Amount (gross), <DisbAmt>
 - Disbursement Date, <DisbDate>
 - New Disbursement Net Amount, <DisbNetAmt>
 - New Disbursement Fee Amount, <DisbFeeAmt>
 - New Interest Rebate Amount, <IntRebateAmt>

Note: When adjusting a disbursement amount, the disbursement date CANNOT also be updated in the same submission. If you submit the disbursement date, it must be the disbursement date already on file on the COD database for this disbursement number.

- **To adjust a Disbursement Date**, the following data elements are required:
 - Payment Trigger = “true”
 - Disbursement Number, <Disbursement Number “”>
 - New Disbursement Sequence Number, <DisbSeqNum>
 - New Disbursement Date, <DisbDt>

Note: When adjusting a disbursement date, the disbursement amounts CANNOT also be updated in the same submission. If you submit the disbursement amounts, the amounts must be the disbursement amounts already on file on the COD database for this disbursement number.

Example:

When submitting an adjusted disbursement amount for an actual disbursement on the Common Record, the Disbursement Date (i.e. the date the school disburses the funds to the student) is reported. The transaction date (i.e. the date the school processes the adjusted disbursement amount) is not submitted as it was in prior years.

A School disburses the first disbursement of a loan to a student for \$2000 on 9/10/2002. The school discovers that the disbursement amount needs to be corrected to \$1000. On 9/15/2002, the school adjusts the disbursement amount to \$1000. The actual disbursement transaction and adjusted disbursement transaction must be submitted on the Common Record as follows:

	Payment Trigger	Disb #	Disb Sequence #	Disbursement Date	Disb Amt (gross)	Fee Amt	Interest Rebate Amt	Net Disb Amt
Actual Disbursement	True	01	01	09-10-2002	2000	60	30	1970
Adjusted Disbursement	True	01	02	09-10-2002**	1000	30	15	985

** DO NOT submit the transaction date of 09-15-2002 on the Adjusted Disbursement.

Inactivating a Direct Loan

To inactivate a Direct Loan, reduce the disbursements to \$0 and update the Award Amount to \$0.

Business Rules:

- The Award Amount and all Disbursements must be reduced to \$0 to inactivate a loan.
- All activity can be generated and submitted in the same Common Record.
- A funded loan can be inactivated if a borrower returns the disbursed funds to the school within 120 calendar days of disbursement. All principal and fees are eliminated for a loan in this status.
- A funded loan cannot be inactivated if a borrower returns the disbursed funds to Servicing after 120 calendar days.

Generating Direct Loan Booking Notification Responses

The COD System generates a Booking Notification Response when the loan books with a first disbursement. Subsequent Booking Notifications are NOT sent for each subsequent funded disbursement.

Business Rules:

- When the Document Status is equal to “Accepted” and the Payment Trigger is “false,” the Common Record Response indicates an accepted Award or in the case of Direct Loan accepted loan.
- When the Document Status is equal to “Accepted” and the Payment Trigger is “true,” the Common Record Response indicates an accepted Disbursement.
- Two tags on the Common Record assists a school in determining if a MPN/PLUS Promissory Note is accepted.
 - The MPN Status tag <MPNStat> indicating a status of “A” (Accepted) OR
 - The MPN Link Flag <MPNLinkFlg> indicating a status of “true,” record has been linked to a MPN.
- When the Credit Decision Status tag <CrDecisionStat> indicates a status of “A,” it is indicating an accepted credit decision for the PLUS Loan.
- A loan books when the award is accepted, the MPN/PLUS Promissory Note is accepted and the first Disbursement is funded. In the case of a PLUS loan, the loan must have an accepted Credit Decision Status.
- When a loan books, the COD System generates a Booking Notification Response to the school.
- A COD system-generated Booking Notification Response contains a Document Type of “BN.” The Document Type indicates the type of Response.
- A Response Document of Document Type “BN” contains a system-generated Document ID.
- A Booking Notification Response contains the following data elements in the Response Complex Element <Response>:
 - Booked Loan Amount, <BkdLoanAmt>
 - Booked Loan Amount Date, <BkdLoanAmtDt>

- Document Type, <DocumentType>
- Processing Date, <ProcessDt>
- The Booking Notification allows a school to update their system with the Booked Status of a loan to assist with the Direct Loan reconciliation process.

Example:

Below is a sample **Booking Notification Response**:

```
<CommonRecord>
  <DocumentId>2002-07-0T09:09:09.0012345678</DocumentId>
  <CreatedDtTm>2002-07-10T09:09:09.00</CreatedDtTm>
  <Source>
    <COD EntityId="00000001"/>
  </Source>
  <Destination>
    <School EntityId="12345678"/>
  </Destination>
  <FullRsFlag>F</FullRsFlag>
  <ReportingSchl EntityId="12345678">
    <AttendingSchl EntityId="12345678">
      <Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">
        <SchlUseOnly>999999999</SchlUseOnly>
        <DLSub>
          <AwardYr>2003</AwardYr>
          <SchlUseOnly>999999999</SchlUseOnly>
          <AwardNum>001</AwardNum>
          <AwardID>123456789S03G12345001</AwardID>
          <Response>
            <RsInd>A</RsInd>
            <BkdLoanAmt>985</BkdLoanAmt>
            <BkdLoanAmtDt>2002-07-10</BkdLoanAmtDt>
          </Response>
          <Disbursement Number="01">
            <SchlUseOnly>999999999</SchlUseOnly>
            <Response>
              <RsInd>A</RsInd>
            </Response>
          </Disbursement>
        </DLSub>
      </Student>
    </AttendingSchl>
  </ReportingSchl>
</CommonRecord>
```

Generating Payment to Servicing Responses

When a student or borrower makes a payment to DL Servicing within 120 calendar days of the disbursement date, the COD System generates a Payment to Servicing Response to be sent to a school. This transaction is used when performing loan limits for this borrower.

Business Rules:

- A Payment to Servicing is generated by the COD System and sent to a school when a borrower makes a payment to DL Servicing within 120 calendar days of the disbursement date.
- A Payment to Servicing transaction should NOT update the disbursed amount for the loan. This transaction is for informational purposes only and should be considered when reviewing this borrower's loan limit for any future loans.
- In order to process a Payment to Servicing Response accurately, the following data elements are returned in addition to the Response complex element:
 - Award Year, <AwardYr>
 - Award ID, <AwardId>
 - Disbursement Number, <Disbursement Number = “”>
 - Disbursement Sequence Number, <DisbSeqNum>
- Disbursement Sequence Numbers on a Payment to Servicing Response are sequential in descending order starting with 99 to 91.
- The Payment to Servicing Amount is reported as a dollar value with a negative sign.
 - If a previous Payment to Servicing Amount or partial amount needs to be reversed a positive dollar value is sent with the next descending sequential disbursement sequence number.
- A COD system-generated Payment to Servicing Response contains a Document Type of “PS.” The Document Type indicates the type of Response.
- A Response Document of Document Type “PS” contains a system-generated Document ID.
- A Payment to Servicing Response contains the following data elements in the Response complex element <Response>:
 - Payment to Servicer Amount, <PmttoSvcrAmt>
 - Payment to Servicer Date, <PmttoSvcrDt>

- Document Type, <DocumentType>
- Processing Date, <ProcessDt>

Note: For all data elements refer to the sample on the next page.

Example:

A school receives a Payment to Servicing transaction for \$500 on a fully disbursed \$2625 loan for a first year student. The school's system should continue to store the borrower's loan as \$2625.

However, if the first year student decides to later request an additional loan for \$500 for the same academic year, the \$500 Payment to Servicing is used by the school when calculating the student's annual loan limit of \$2625 and the student IS ELIGIBLE to borrow an additional \$500 loan.

Thus, the school's system should display two loans for this first-year student:

Student Grade Level	Academic Year	Disbursed Loan Amount	Payment to Servicing
1	09/02/2002 to 06/20/2003	\$2625	\$500
1	09/02/2002 to 06/20/2003	\$500	

Annual Loan Limit for 1st Year = \$2625

Total Disbursed for Academic Year = \$3125

Payment to Servicing = \$500

Below is a sample **Payment to Servicing Response**:

```

<CommonRecord>
<DocumentId>2002-07-10T09:09:09.0012345678</DocumentId>
  <CreatedDtTm>2002-07-10T09:09:09.00</CreatedDtTm>
  <Source>
    <COD EntityId="00000001"/>
  </Source>
  <Destination>
    <School EntityId="12345678"/>
  </Destination>
  <FullRsFlg>F</FullRsFlg>
  <ReportingSchl EntityId="12345678">
    <AttendingSchl EntityId="12345678">
      <Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">
        <SchlUseOnly>999999999</SchlUseOnly>
        <DLSub>
          <AwardYr>2003</AwardYr>
          <SchlUseOnly>999999999</SchlUseOnly>
          <AwardNum>001</AwardNum>
          <AwardID>123456789S03G12345001</AwardID>
          <Response>
            <RsInd>A</RsInd>
            <PmttoSvcrAmt>-1000.00</PmttoSvcrAmt>
            <PmttoSvcrDt>2002-07-10</PmttoSvcrDt>
          </Response>
          <Disbursement Number="01">
            <SchlUseOnly>999999999</SchlUseOnly>
            <DisbSeqNum>99</DisbSeqNum>
          <Response>
            <RsInd>A</RsInd>
          </Response>
        </Disbursement>
      </DLSub>
    <Response>
      <RsInd>A</RsInd>
    </Response>
  </Student>
</AttendingSchl>
</ReportingSchl>
<Response>
  <DocumentType>PS</DocumentType>
  <DocumentStat>A</DocumentStat>
  <ProcessDt>2002-07-10</ProcessDt>
</Response>
</CommonRecord>

```

Direct Loan Promissory Note Processing

Promissory Note Processing

The Promissory Note process is either the responsibility of the school or the COD System.

Business Rules:

- Obtaining a signed Promissory Note is either the responsibility of the school or the COD System.
 - For a subsidized or unsubsidized loan, the student can complete an e-MPN or a paper MPN.
 - For a PLUS loan, the borrower must complete a paper PLUS Promissory Note.
- A student can decide to complete an electronic MPN.
 - A student completes this process on the LO On-Line Application.
 - When a student completes the e-MPN process, a Promissory Note Response is sent to the appropriate school.
- When a school is responsible for the Promissory Note process, the school or the COD System can print MPN/PLUS Promissory Notes.
 - The school must send all completed promissory notes to the following address: **P.O. Box 5692, Montgomery, AL 36103-5692.**
- Upon receipt of paper notes, the notes are screened for completeness.
 - Incomplete notes are returned to the school for correction.
 - Accepted notes generate a Promissory Note Response to be sent to the school.
- When COD is responsible for the Promissory Note process, the MPN/PLUS Promissory Notes are printed by the COD System and mailed to the borrower.
 - The borrower returns all completed notes to COD.
 - The COD System generates and sends a Response to the school promissory note. For more details on this response process, see the section, “Generating a MPN/PLUS Promissory Note Response.”

Submitting a Promissory Note Print Indicator

The Promissory Note Print Indicator identifies at the individual loan level who is responsible for the printing of the promissory note for a specific loan and can override the school's promissory note print option. This indicator can also be used to request the COD System to reprint a promissory note.

Business Rules:

- One of the school options in the COD System indicates who is responsible, the school or the COD System, for printing promissory notes for loans originated by that school.
- The Promissory Note Print Indicator allows a school to decide at the individual student loan level who is responsible to print the note for a specific loan and overrides the selected school option.
- The Promissory Note Print Indicator can also be used to request the COD System to reprint a promissory note.
- The Promissory Note Print Indicator is an optional data element that can be submitted for an individual loan award.
 - S = COD Prints and sends to Borrower
 - R = COD Prints and sends to School
 - Z = COD Reprint
- If an award does not contain the Promissory Note Print Indicator, the COD System defaults to the option on the school profile when processing the award.
- Schools printing Promissory Notes can either
 - Print using the appropriate approved form or
 - Print all text including data and data labels using the same format and wording as the form provided by the Department of Education.

Note: Schools printing all text must have the format approved by FSA. For more information on the approval process contact COD School Relations.

- To obtain approved Master Promissory Note and PLUS Promissory Note forms contact Customer Service.
- MPN and PLUS Promissory Note print specifications are provided at the end of this Implementation Guide.
- When printing Promissory Notes, it is recommended to use Courier, 10 point, 12 pitch font.

- When mailing the MPN, a number 10 business window envelope is recommended.
- MPN and PLUS Promissory Note print specifications are provided in Appendix L – Print Specifications.

Example:

A school has selected the option with COD to print all its own promissory notes. The printer used by the school malfunctions and cannot be repaired for four weeks.

During this four week period, the school submits all loan records with a print indicator of 'R' = COD Prints and sends to School.

Master Promissory Note

The Master Promissory Note (MPN) is the approved promissory note for Direct Subsidized and Unsubsidized Loans for all schools. No changes are being made to the MPN data elements for 2002-2003.

Business Rules:

- The MPN is a legal document requiring a student to repay the funds borrowed under the Direct Loan Program.
- No dollar amount is printed on the MPN by the school or COD and only one MPN is used for both subsidized and unsubsidized loans.
- The MPN ID prints on the MPN and is the 21-character loan ID of one of the loans associated with the MPN with a loan type of “M” for MPN for 01 and forward. For example:
999999998M03Gxxxxx001
- The components for the MPN ID are:
 - Student’s Social Security Number: 001010001–999999998
 - MPN Indicator: M for 01 and forward or S or U for 00
 - Program Year: 00 and forward
 - Direct Loan School Code: X00000–X99999 where X = G or E
 - Loan Sequence Number: 001–999

Note: The school code imbedded in the Loan ID continues to be the DL school code (G or E code) and does NOT use the Common School Identifier.

- The MPN ID is used by the COD System to identify which loans are linked to a MPN.
- A MPN must be printed by the school or COD and signed by the student borrower before disbursing a Direct Subsidized Loan or Direct Unsubsidized Loan.
- An open MPN is valid for up to ten years from the later of the date received or the first actual disbursement for any associated full loan origination record.
- To close a MPN a student must provide a request in writing to the Direct Loan Servicing Center or the school.

- When a school receives a closed notification, the school must forward all original documentation to COD.
- Once a MPN is closed, no new loans can be linked to it. A new MPN must be generated if new loans are originated. However, all disbursements and booking activities for the loans already linked to the closed MPN continue to be processed by the COD System.

Master Promissory Note Features

Schools can process MPNs using the Single-Year or Multi-Year Feature.

Multi-Year MPN Feature

Multi-year feature of the MPN applies to all four-year and graduate/professional schools that are not subject to an emergency action or limitation, suspension, or termination (LS &T) action per Direct Loan regulations. Any school with questions regarding eligibility may contact Direct Loan Operations. For more information regarding eligibility for the Multi-Year MPN feature see Dear Partner (Colleague) Letter GEN-00-3.

Business Rules:

- When processing 2002-2003 loan records, COD is aware of open MPNs processed by the LOC for program years prior to 2002-2003.
- If a borrower is attending a school using the multi-year feature, the borrower may have only one open MPN on file at COD, for all subsidized and unsubsidized loans originated for program year 1999-2000 and forward.
- Schools using the multi-year feature must have a confirmation process in place. For more details regarding confirmation process, refer to the Direct Loan School Guide, Chapter 6 at <http://www.ed.gov/DirectLoan/pubs/profpubs.html>.
- An open MPN on file at COD is assigned to a student.
- A school using the multi-year feature can use any MPN accepted by the COD System.
- All loans for a student are linked to the same MPN across schools and academic years.

Single-Year MPN Feature

The single-year MPN feature requires that a new MPN be completed for a student for each academic year. All schools NOT eligible to process MPNs using the multi-year feature, must use the single-year feature. Schools eligible for the multi-year feature may opt to process MPNs using the single-year feature.

Business Rules:

- Under single-year feature a new MPN must be generated each academic year for each student.
- A single-year school must use a MPN generated at or for that school only.
- A single-year school can link multiple subsidized and unsubsidized loans for the same academic year, for the same student, to the same MPN.
- The academic year start and end dates must be the same on all loan records linked to a specific MPN under the Single-Year feature.
- When a school eligible for the Multi-Year feature, opts to use the Single-Year feature, the school must update their option on the COD website.

Generating a MPN/PLUS Promissory Note Response

A MPN/PLUS Promissory Note Response is generated by COD and sent to a school to provide the status of a MPN or a PLUS Promissory Note.

Business Rules:

- A MPN/PLUS Promissory Note Response provides the status of a MPN or a PLUS Promissory Note.
- A COD system-generated MPN/PLUS Promissory Note Response contains a Document Type of “PN.” The Document Type indicates the type of Response.
- A Response Document of Document Type “PN” contains a system-generated Document ID.
- A MPN/PLUS Promissory Note Response contains the following data elements in the Response complex element <Response>:
 - MPN Status, <MPNStat>
 - Document Type, <DocumentType>
 - Processing Date, <ProcessDt>
- In addition, the following data elements are in the MPN/PLUS Promissory Note Response:
 - MPN ID, <MPNId>
 - Electronic MPN Flag <EMPNFlg> is part of the Response if an electronic MPN is filed by the student.

Note: The sample MPN Response on the next page does not have this data element as an e-MPN was not filed.

- A MPN/PLUS Promissory Note Response is generated by the COD System when a paper or electronic MPN/PLUS Promissory Note is linked to an accepted loan award OR for pending notes.
- A Pending MPN is an accepted MPN which cannot yet be linked with an loan award record. (No accepted Origination record on file). In some cases, this situation is created by an e-MPN.
- For subsidized and unsubsidized loans, the COD System will generate MPN Responses for Pending MPNs starting with version 1.1, April 29, 2002. (For MPNs accepted between 3/18/02 to 4/29/02, the COD System will run a special routine to capture and send these MPN Responses to schools.)

Note: For PLUS loans, PLUS Promissory Note Responses are NOT generated by the COD System at this time for Pending PLUS Promissory Notes.

- An e-MPN Flag = “true” on a Promissory Note Response identifies that the loan has been linked to an e-MPN.

Example:

Below is a sample **MPN Response** where an e-MPN was not filed by the borrower:

```
<CommonRecord>
<DocumentId>2002-07-10T09:09:09.0012345678</DocumentId>
  <CreatedDtTm>2002-07-10T17:20:01.00</CreatedDtTm>
  <Source>
    <COD EntityId="00000001"/>
  </Source>
  <Destination>
    <School EntityId="00000632"/>
  </Destination>
  <FullRsFlg>F</FullRsFlg>
  <ReportingSchl EntityId="00000632">
    <AttendingSchl EntityId="00000632">
      <Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">
        <DLUnsub>
          <AwardYr>2003</AwardYr>
          <LoanKey>01</LoanKey>
          <SchlUseOnly>722411</SchlUseOnly>
          <AwardID>123456789U03G12345001</AwardID>
          <Response>
            <RsInd>A</RsInd>
            <EMPNFlg>False</EMPNFlg>
            <MPNID>123456789M03G12345001</MPNID>
            <MPNStat>A</MPNStat>
            <MPNLinkFlg>True</MPNLinkFlg>
          </Response>
        </DLUnsub>
        <Response>
          <RsInd>A</RsInd>
        </Response>
      </Student>
    </AttendingSchl>
  </ReportingSchl>
  <Response>
    <DocumentType>PN</DocumentType>
    <DocumentStat>A</DocumentStat>
    <ProcessDt>2002-07-15</ProcessDt>
  </Response>
</CommonRecord>
```

Direct Loan PLUS Credit Check

Requesting a PLUS Credit Decision

Schools can request a PLUS Credit Decision on-line. This information will be provided at a later date.

Generating Credit Decision Override Responses

When a PLUS borrower requests a credit decision override or submits an Endorser Addendum, a Credit Decision Override Response is generated by the COD System and sent to the school. This response provides the credit decision status of the override or endorser.

Business Rules:

- A Credit Decision Override Response is generated by the COD System and sent to a school to provide the status of a credit override or the credit decision results of an endorser.
- A COD system-generated Credit Decision Override Response contains a Document Type of “CO.” The Document Type indicates the type of Response.
- A Response Document of Document Type “CO” contains a system-generated Document ID.
- A Credit Decision Override Response contains the following data elements in the Response complex element <Response>:
 - PLUS Credit Decision Override Indicator, <CrOverrideInd>
 - Credit Decision Date, <CrDecisionDate>
 - Document Type, <DocumentType>
 - Processing Date, <ProcessDt>

Example:Below is a sample **Credit Decision Override Response:**

```

<CommonRecord>
<DocumentId>2002-07-11T09:09:09.0012345678</DocumentId>
  <CreatedDtTm>2002-07-11T09:09:09.00</CreatedDtTm>
  <Source>
    <COD EntityId="00000001"/>
  </Source>
  <Destination>
    <School EntityId="00000632"/>
  </Destination>
  <FullRsFlg>F</FullRsFlg>
  <ReportingSchl EntityId="00000632">
    <AttendingSchl EntityId="00000632">
      <Student SSNum="123456789" DtofBirth="1972-01-01" LastName="SMITH">
        <DLPLUS>
          <AwardYr>2003</AwardYr>
          <SchlUseOnly>722411</SchlUseOnly>
          <AwardNum>001</AwardNum>
          <AwardID>123456789P03G12345001</AwardID>
          <Borrower SSNum="123456789" DtofBirth="1970-01-01" LastName="SMITH"/>
          <Response>
            <RsInd>A</RsInd>
            <CrDecisionDt>2002-07-11</CrDecisionDt>
            <CrOverrideInd>C</CrOverrideInd>
          </Response>
        </DLPLUS>
      <Response>
        <RsInd>A</RsInd>
      </Response>
    </Student>
  </AttendingSchl>
</ReportingSchl>
<Response>
  <DocumentType>CO</DocumentType>
  <DocumentStat>A</DocumentStat>
  <ProcessDt>2002-07-11</ProcessDt>
</Response>
</CommonRecord>

```

Direct Loan Reports

Direct Loan Reports Options

Direct Loan Reports are available to schools in a variety of format options. Direct Loan schools can request these reports via the COD Website or the COD School Relations Center.

Business Rules:

- Direct Loan Reports for 2002 –2003 are sent to schools as a flat file and not an XML document. The flat file format options include:
 - Pipe Delimited or Comma Delimited comma (see example below)
 - Preformatted Text file
 - Portrait
 - Courier 10
 - 78 characters per line
 - 59 lines per page
 - Fixed Length file
- Direct Loan Reports for 2002-2003 are viewable on the COD Website in the following format options:
 - PDF or CSV (COD Website)
- Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

	PDF	Pipe Delimited	Comma Delimited	Preformatted Text	Fixed Length
School Account Statement (SAS)		X			X
Pending Disbursement List	X	X	X	X	
Funded Disbursement List	X	X	X	X	
30 Day Warning	X		X	X	
Inactive Loans	X	X	X	X	
Duplicate Student Borrower	X	X	X	X	
SSN/Name/Date of Birth Change	X	X	X	X	
Direct Loan Rebuild					X

Example:

Below is an example of a pipe delimited report format:

```
Name|SSN|City
John Brown|111-11-1111|Columbus|
Sandra Farmer|111-11-2222|Fort Lauderdale|
```

School Account Statement (SAS)

The School Account Statement (SAS) contains the functionality previously contained in the Direct Loan School Account Statement (DLSAS) and the 732 Reports.

Business Rules:

- School Account Statement (SAS) is generated by the COD System on a monthly basis.
- Once a school has closed out a specific program year, a school has the option to not receive the SAS with approval and verification from Direct Loan Operations.
- Schools have the option to have their SAS generated on the:
 - First of the month (default setting) **OR**
 - 15th of the month.
- Loan Detail is available at the disbursement level or the loan level.
- Schools receive the SAS in the following formats:
 - Pipe Delimited (message class DSDD03OP – Disbursement level or DSLD03OP – Loan Level)
 - Fixed length flat file (message class DSDF03OP – Disbursement level or DSLF03OP – Loan level)
- Summary information is always on the SAS and includes:
 - Year-to-Date Cash Summary
 - Monthly Cash Summary
 - Year-to-Date Disbursement Summary by Loan Type
 - Monthly Disbursement Summary by Loan Type
- Cash Detail and Loan Detail information is optional on the SAS.
- School options for the Cash Detail section of the SAS include:
 - Monthly Cash Detail (default setting) **OR**
 - Year-to Date Cash Detail **OR**
 - No Cash Detail

- School options for the Loan Detail section of the SAS include:
 - Disbursement Level Detail:
 - Monthly without loan summary (default setting) **OR**
 - Year-to-Date with loan summary **OR**
 - Loan Level Detail Year-to-Date **OR**
 - No Loan Detail

Example:

A sample of the School Account Statement report is available in Appendix I – COD Reports.

Pending Disbursement List Report

Schools can use the Pending Disbursement List report (formerly the Anticipated Disbursement Listing) to determine estimated disbursements and disbursement dates on file on the COD System.

Note: Disbursements on this report have Payment Triggers = “false.”

Business Rules:

- The Pending Disbursement List Report is provided in the following file formats:
 - Pipe Delimited (message class DALC03OP)
 - Preformatted Text file (message class DIAA03OP)
 - PDF or CSV (COD Website)

Example:

A sample of the Pending Disbursement List Report will be provided at a later date.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

Funded Disbursement List Report

The Funded Disbursement List report (formerly the Actual Disbursement Roster) displays all disbursements that have been funded.

Business Rules:

- The Funded Disbursement List Report is available in the following formats:
 - Pipe Delimited (message class DARC03OP)
 - Preformatted Text file (message class DIAC03OP)
 - PDF or CSV (COD Website)

Example:

A sample of the Funded Disbursement List Report will be provided at a later date.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

30 Day Warning Report

The 30-Day Warning Report lists unbooked loans for which the COD System has not received the required elements for “booking” a loan within 30 calendar days of the disbursement date.

Business Rules:

- The 30 Day Warning Report is available in the following formats:
 - Pipe Delimited (message class DIWC03OP)
 - Preformatted Text file (message class DIWR03OP)
 - PDF or CSV (COD Website)
- Loans with Award Amounts = \$0 do not display on this report.
- Loans that display on this report for a 90-day period without a promissory note accepted and a disbursement funded are removed.

Example:

A sample of the 30 Day Warning report is available in Appendix I – COD Reports.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

Inactive Loans Report

The Inactive Loan Report lists all Direct Loan Awards that have been inactivated (adjusted to \$0) by the school for the reporting period.

Business Rules:

- The Inactive Loans Report is provided in the following file formats:
 - Pipe Delimited (message class INACCDOP)
 - Preformatted Text file (message class INACCFOP)
 - PDF or CSV (COD Website)

Example:

A sample of the Inactive Loans report is available in Appendix I – COD Reports.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

Duplicate Student Borrower Report

The Duplicate Student Borrower Report lists the student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records with the same or overlapping academic years.

Business Rules:

- The Duplicate Student Borrower Report is provided in the following file formats:
 - Pipe Delimited (message class DUPLCDOP)
 - Preformatted Text file (message class DUPLPFOP)
 - PDF or CSV (COD Website)

Example:

A sample of the Duplicate Student Borrower Report is available in Appendix I – COD Reports.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school and SSN changes that are initiated by Direct Loan Servicing.

Business Rules:

- The SSN/Name/Date of Birth Change Report is provided in the following file formats:
 - Pipe Delimited (message class SNDCCDOP)
 - Preformatted Text file (message class SNDCPFOP)
 - PDF or CSV (COD Website)

Example:

A sample of the SSN/Name/Date of Birth Report will be provided at a later date.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

Direct Loan Rebuild Process

A Rebuild File can be requested to rebuild your Direct Loan Database or to recreate specific student records.

Business Rules:

- The Direct Loan Rebuild File is provided in a fixed length record layout. Please refer to the 2002-2003 Direct Loan Technical Reference for the Rebuild record layout
- The Rebuild File can be requested via the COD Website or by calling the COD School Relations Center.
- A Rebuild File can be requested by a school for a specific:
 - Award Year (Program Year)
 - Student
 - Award ID (Loan ID) or
 - Date Range

Note: The date range option selects accepted loan awards within the date range and provides all disbursement transactions related to these loans.

Direct Loan Entrance/Exit Interview

Requesting an Entrance Counseling File/Report

Schools may request an Entrance Counseling File or Report to identify students who have completed entrance counseling on the Loan Origination On-line Application.

Business Rules:

- Borrower's Entrance Counseling results from the Loan Origination On-Line Application are available in an electronic file format.
- Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.
- Schools can choose from the following file formats:
 - ASCII-delimited (message class DECC03OP)
 - Fixed length with Header and Trailer (message class DECF03OP)
 - Pre-formatted report (message class DECP03OP)
- The default file format is fixed length file.

Example:

A sample of a monthly Entrance Counseling Results Report is available in Appendix I – COD Reports.

Requesting an Exit Counseling File/Report

Schools may request an Exit Counseling File or Report to identify students who have completed exit counseling on the Direct Loan Servicing Website.

Business Rules:

- Borrower's Exit Counseling results from the Direct Loan Servicing Website are available in an electronic file or downloadable format.
- Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.
- Schools can choose from the following file formats:
 - ASCII-delimited (message class DLCM03OP)
 - Fixed length with Header and Trailer (message class DLFF03OP)
 - Pre-formatted report (message class DLFM03OP)

Pell Grant Award and Disbursement Process

Pell Correction Edits to be Treated as Rejects

The COD System provides an option for the processing of Pell data that allows schools to choose if they want to accept corrections to the Pell Grant data they submit to the COD System, or if they would rather have the data rejected.

Business Rules:

- Schools may select an option to have Pell Grant data that fails edits rejected rather than receive corrections for that data.
- This option applies to all edits that are marked as an Edit Type C/R in Appendix E – Edit Comment Codes and Descriptions.
- Both corrections and rejections utilize the same edit number to indicate which edit was set; the Response Indicator differentiates between corrected and rejected.
- When returning Response Document files, the COD System returns an edit code, the field it pertains to and the value submitted for rejected data
- When returning Response complex elements, the COD System returns an edit code, the field to which it pertains, and the corrected value.
- Unless the School contacts the COD School Relations Center to change this option, the COD System will correct their data.

Storing of Reject Records

The COD System stores all rejected records. These rejects can be viewed on the COD website.

Business Rules:

- Schools may view their rejected records on the COD website.
- Rejected records are not included in the YTD or Reconciliation report.

Reporting Pennies in the Award and Disbursement Amounts Data Elements

The Award and Disbursement Amounts on the Common Record may include pennies. In the Pell Grant Program, pennies can be reported as partial dollars or two zeros.

Business Rules:

- The data elements for Award and Disbursement Amounts on the Common Record may include two digits to the right of a decimal point.
- When the reported amount does not include a decimal point, the COD System infers a decimal point and two zeros to the right of the last digit reported. For example, if a school reports 1000, the COD System infers a decimal and two zeros and stores as 1000.00.
- In the Pell Grant Program, schools may report partial dollars **(3500.32)** OR zeros in the last two digits **(3500.00)** for Award Amount and Disbursement Amount
OR
- Report the whole dollar amount only **(3500)** and the COD System infers the decimal point and two zeros and stores as **(3500.00)**.
- The Award and Disbursement Amount data elements are:
 - Award Amount, <AwardAmt>
 - Disbursement Amount, <DisbAmt>

Example:

When reporting a Pell Grant Award Amount of \$1250.34:

1) Include the decimal point and two digits to the right: 1250.34

OR

2) Include the decimal point and two zeroes to the right: 1250.00

OR

3) Omit the decimal point and report the whole dollar amount only: 1250
Then, the COD System infers a decimal and two zeros and stores 1250.00.

DO NOT submit 125000 as the COD System infers a decimal and stores this submission as 125000.00.

Establishing Pell Grant Award Information

Award information submitted to the COD System for a student from a specific Attending School applies to the entire award year for that student.

Business Rules:

- The COD System establishes only one set of Award information per Attending School Entity ID per student per award year.
 - The first submission of Award information that is accepted by the COD System establishes the Pell Grant award for the student for that Attending School Entity ID for that award year.
 - Subsequent submissions of Award information for that student, Attending School Entity ID, and award year are treated as an update to the original accepted data.
- Pell Grant Award Amounts that establish the award cannot be zero on first submission.
- The COD System uses the CPS Transaction Number submitted with the Award information to pull the EFC reported for the student from the CPS and determine the student's Scheduled Federal Pell Grant. The Scheduled Federal Pell Grant and the student's Percentage of Eligibility Used at any other Attending campus(es) is used to determine the student's maximum Award Amount for the entire award year.
- The CPS Transaction Number reported in the Award information applies to all Pell Grant transactions for that award year.
- The COD System uses the Scheduled Federal Pell Grant Payment and Disbursement Schedules, including the Low Tuition Payment and Disbursement Schedules, to calculate the Scheduled Award and validate the Award Amounts.

Note: Refer to Appendix H – Pell Calculations Table for the data elements and calculations that apply according to the Payment Methodology used by the School.

- If the Award Amount for the entire award year reported for the student exceeds the maximum Award Amount determined by the COD System, COD either corrects or rejects the Award Amount depending on the school's selected option.
 - If rejected, the School must determine the correct Award Amount and resubmit to the COD System.

Note: Refer to the Pell Correction Edits to Be Treated as Rejection Edits section for more information.

- If the Award information for a student changes, the School must submit the change to the COD System within 30 of the date the School becomes aware of the change, or by the established Pell Grant reporting deadline, whichever comes first.
- The COD System does not use the Award information to establish or adjust a school's Pell Grant CFL. Only Disbursement information submitted with a Payment Trigger set to "true" can change a school's Pell Grant CFL.
- The COD System does not accept new Award information or increases to Award information after the established student award data submission deadline (September 30, 2003 or the next business day) unless the school has been granted administrative relief from this deadline, or has received relief from this deadline via the Audit process.
- The COD System always accepts Award information decreases until the award year shut down (September 30, 2008).

Removal of Enrollment Status Edit on Award Amount

The COD System does not edit Enrollment Status to determine Award Amount. In instances where required because of the Payment Methodology, the COD System also edits Award Amount based upon Weeks of Instruction and Clock Hours.

Business Rules:

- Schools are no longer required to report Enrollment Status.

Submitting Pell Grant Disbursement Information and Payment Trigger

The COD System can accept Pell Grant Disbursement information in advance of, on, or after the disbursement date.

Business Rules:

- Disbursement Date is defined as the date cash was credited to the student's account or paid to the student directly.
- The COD System must accept an Award Amount greater than zero (\$0) before it can accept Disbursement information for that student.

Note: Award and Disbursement information can be submitted and accepted in the same transmission.

- A student can have up to 20 disbursements (Numbers 1-20)
- Pell Grant Disbursement Amounts cannot be zero on first submission.
- The total accepted and posted Disbursement information (disbursement information with Payment Trigger = “true”) cannot exceed the Award Amount for that student.
- When reporting a change to the COD System, replacement Disbursement Amounts must be reported rather than an adjustment to the existing Disbursement Amount.

Note: Refer to section titled Updating and Adjusting Pell Grant Disbursement Amounts and Dates for more information.

- Disbursement Date may range from 2002-06-21 (June 21, 2002) to 2008-09-30 (September 30, 2008).
- The COD System accepts Disbursement information with downward adjustments through 2008-09-30 (September 30, 2008).
- Depending on the funding method employed by the school, the COD System may accept Disbursement information in advance of, on, or after the disbursement date.
- Disbursement information is submitted to the COD System with a Payment Trigger equal to “true” or “false.”
 - Disbursements with a Payment Trigger set to “false” are treated as edit only and do NOT change the CFL. False indicates disbursement information expected as of the time of the submission.

- Disbursements with a Payment Trigger set to “true” change the CFL when applicable. True indicates actual disbursement information.
 - If the Payment Trigger is omitted from the Common Record, the COD System sets it to “false.”
- Payment Trigger can be updated and disbursements can be generated, updated and adjusted on the COD website.
- The required data elements for a Pell Grant edit only disbursement are:
 - Disbursement Number, <Disbursement Number= " ">
 - Disbursement Amount, <DisbAmt>
 - Disbursement Date, <DisbDt>
 - Payment Trigger set to “false”, <PmtTriggerFlg = “false”>
 - Disbursement Sequence Number, <DisbSeqNum>
- The required data elements for a Pell Grant disbursement submitted to substantiate the CFL:
 - Disbursement Number, <Disbursement Number= " ">
 - Disbursement Amount, <DisbAmt>
 - Disbursement Date, <DisbDt>
 - Payment Trigger set to “true,” <PmtTriggerFlg = “true”>
 - Disbursement Sequence Number, <DisbSeqNum>
- Pell Grant CFL changes, if applicable, are driven by:
 - Disbursement Date, <DisbDt>
 - Payment Trigger set to “true,” <PmtTriggerFlg = “true”>
- Schools designated as **Advance Pay or Cash Monitoring 1 (CM1)** may submit a Payment Trigger set to “true” up to 30 calendar days before the Disbursement Date.
 - If the current date exceeds 30 calendar days before the Disbursement Date and the Payment Trigger is set to “true,” the COD System rejects the disbursement with error code 051.
 - If the current date is within eight (8) to 30 calendar days before the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts the disbursement, but does not post the disbursement until seven (7) calendar days before the Disbursement Date.

- If current date is within seven (7) calendar days before the Disbursement Date and the Payment Trigger is set to “true”, the COD System accepts and posts the disbursement.
- Schools designated as **Pell Pushed Cash** or **Just-In-Time** may submit a Payment Trigger set to “true” up to 7 calendar days before the disbursement date.
 - If the current date exceeds seven (7) calendar days before the Disbursement Date and the Payment Trigger is set to “true,” the COD System rejects the disbursement with error code 051.
 - If current date is within seven (7) calendar days before the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts and posts the disbursement.
- Schools designated as **Reimbursement** or **Cash Monitoring 2 (CM2)** can submit a Payment Trigger set to “true” if the current date is equal to or after the Disbursement Date.
 - If current date is before the Disbursement Date and the Payment Trigger is set to “true”, the COD System rejects the disbursement with error code 051.
 - If the current date is equal to or after the Disbursement Date and the Payment Trigger is set to “true,” the COD System accepts and posts the disbursement upon review of documentation by Case Management.
- A Payment Trigger set to “true” can only be updated to “false” on a Pell Grant disbursement if the current date is within eight (8) to 30 calendar days before the Disbursement Date.
- Disbursement information with a Payment Trigger of “true” is rejected unless a student has accepted Award information on file for that Attending School.

Example for Schools Designated as Advance Pay or Cash Monitoring 1 (CM1):

Date Sent	Disbursement Number	Sequence Number	Disbursement Date	Disbursement Amount	Payment Trigger	Result
08/15/2002	01	01	09/08/2002	\$1500.00	true	Posted on 9/1/02 (7 calendar days before disbursement date)
02/01/2003	02	01	02/07/2003	\$1500.00	true	Posted on 2/1/2003 (7 calendar days before disbursement date)
03/01/2003	03	01	06/01/2003	\$500.00	true	Disbursement rejected; School must resubmit Disbursement information within 30 calendar days of Disbursement Date.

Example for Schools Designated as Pell Pushed Cash or JIT:

Date Sent	Disbursement Number	Sequence Number	Disbursement Date	Disbursement Amount	Payment Trigger	Result
08/15/2002	01	01	09/08/2002	\$1500.00	true	Disbursement rejected; School must resubmit Disbursement information within 7 calendar days of Disbursement Date.
02/01/2003	02	01	02/07/2003	\$1500.00	true	Posted on 2/1/2003 (7 calendar days before disbursement date)

Example for Schools Designated as Reimbursement or Cash Monitoring 2 (CM2):

Date Sent	Disbursement Number	Sequence Number	Disbursement Date	Disbursement Amount	Payment Trigger	Result
09/06/2002	01	01	09/08/2002	\$1500.00	true	Disbursement rejected; School must resubmit Disbursement information on or after the Disbursement Date.
02/07/2003	02	01	02/07/2003	\$1500.00	true	Posted on 2/7/2003 (On or after disbursement date, upon review of documentation by Case Management)

Changing Pell Grant Disbursement Amounts and Dates

Disbursement Amounts and Dates can be changed using the same disbursement number, rather than reporting a new disbursement number.

Business Rules:

- To change a Disbursement Amount and/or Disbursement Date, the following data elements are required:
 - Payment Trigger, <PmtTriggerFlg = “”>
 - Disbursement Number, <Disbursement Number “”>
 - Disbursement Sequence Number, <DisbSeqNum>
 - Disbursement Amount, <DisbAmt>
 - Disbursement Date, <DisbDt>
- When changing a disbursement already reported to COD, the same Disbursement Number must be reported.
- When changing a disbursement with a Payment Trigger = “false,” the Disbursement Sequence Number must be set to “01.”
- When changing a disbursement that already has a Payment Trigger = “true,” the Disbursement Sequence Number must be unique. The next sequential Disbursement Sequence Number must be reported.
- Disbursement Sequence Numbers for a specific Disbursement Number must be used in sequential order within the range of 01-65.
- When changing the Disbursement Amount, replacement Disbursement Amounts must be reported, rather than an adjustment to the existing Disbursement Amount.

Note: In the prior year, a negative disbursement amount was reported when changing disbursement amounts. For 2002-2003, a Full Participant cannot report a negative disbursement amount on a Common Record document. A replacement disbursement amount **MUST** be reported.
- Disbursement Date is always the date the cash was credited to the student’s account or paid to the student directly for this specific Disbursement Number. Disbursement Date is NOT the transaction date of the adjustment to the disbursement.
- Pell Grant disbursement amounts can be adjusted to \$0.

Example:

The following table illustrates the use of Disbursement Sequence Number and replacement Disbursement Amounts when making a change to an existing disbursement:

Disbursement Number	Sequence Number	Disbursement Date	Disbursement Amount	Accepted YTD Amount
01	01	09/01/2002	\$2000.00	\$2000.00
02	01	01/02/2003	\$2000.00	\$4000.00
02	02	01/02/2003	\$1500.00	\$3500.00

Processing System-Generated Pell Responses

COD system-generated Common Record Response Documents of Document Type “ND” (Negative Disbursement) are generated for several situations, including Verification Status Code W, Negative Pending Record, and Potential Overaward Process reductions.

Business Rules:

- A Response Document of Document Type “ND” contains a system-generated Document ID.
- The Response indicates the Disbursement Number to which the downward adjustment applies and a COD system-generated Disbursement Sequence Number between 66 and 90.

Note: Refer to the Reporting Verification Status Code, Negative Pending Records, and Potential Overaward Process sections for more information.

Reporting Verification Status Code

Valid values for the Verification Status Code tag are: “W” or “V.” or the Verification Status Code tag may be omitted from the Common Record.

Business Rules:

- The COD System valid values for the Verification Status Codes are “W” (Without Documentation), “V” (Verified), or the Verification Status Code tag may be omitted from the Common Record.
- Schools report a Verification Status Code of “V” on students for whom verification has been completed, including all documentation.
- QA Schools and other schools who verify students not selected by the CPS report a Verification Status Code of “V” for those students whose data they elect to verify.
- Schools report a Verification Status Code of “W” for students selected for verification, but for whom the schools elects to make interim disbursements prior to completing the verification process.
- For students with a Verification Status Code of “W,” the COD System only accepts Disbursement Amounts up to 50% of the student’s Scheduled Federal Pell Grant
- For students reported with a Verification Status Code of “W”, the School must change the Verification Status Code to “V” (Verified) once the data verification is complete.
- The COD System does not generate a Verification Status Code of “W” based on selection by the CPS.
- Schools omit the Verification Status Code tag from the Common Record for students whom the School elected not to verify.
- QA Schools or Schools exercising 30% tolerance option may omit the Verification Status Code tag from the Common Record for students selected for verification by the CPS that they elected not to verify.
- The COD System produces a list of students at the School with a Verification Status of “W” and sends a warning that the School must take action.
- At some point after the warning, the COD System reduces all disbursements for students with a Verification Status of “W” to zero (\$0.00).

Negative Pending Records

If an update to Award information produces an Award Amount that is less than the total of all accepted and posted disbursements (disbursement information with Payment Trigger = “true”) for the student, the COD System creates a Negative Pending Record for the student.

Business Rules:

- If the total accepted and posted Disbursement Amounts exceed the Award Amount, the COD System generates a Response that includes a Negative Pending Amount for the student and indicates the Disbursement Number.
- Within 30 calendar days of receiving notice that the COD System has established a Negative Pending Record for a student, the school needs to send an adjustment to either the Disbursement Amount or to the Award Amount equal to or greater than the Negative Pending Amount.
- The COD System does not accept additional Disbursement information with a Payment Trigger of “true” for a student with a Negative Pending Record at COD, unless or until the Award Amount increases.
- If the COD System does not receive an adjustment to the Award or Disbursement Amount equal to or greater than the Negative Pending Amount within 30 calendar days, it will generate a Negative Disbursement Response with a Document Type “ND”
 - The Negative Disbursement Response contains the amount of the Pell Negative Disbursement and is a downward adjustment to the Disbursement Amount.
 - It is only after 30 days that the COD system reduces the disbursement and a system generated Negative Disbursement Response is sent to the school.
 - The downward adjustment to the Disbursement Amount applies to the existing Disbursement Number and is assigned a COD system generated Disbursement Sequence Number between 66 and 90.

Concurrent Enrollment

A student may not receive a Pell Grant at two or more schools concurrently. When more than one Attending School reports disbursements for a student and the enrollment dates are within 30 calendar days of each other, the COD System identifies a potential concurrent enrollment and sends a warning message to all schools involved.

Business Rules:

- A student may not receive a Pell Grant at two or more schools concurrently.
- When the COD System receives disbursement information for a student from more than one Attending School for the same award year, the COD System checks whether the enrollment dates are within 30 calendar days of each other.
- If a concurrent enrollment situation exists, the COD System sends the school that submitted the disbursement information a warning edit on their Response document.
- The COD System sends the school that submitted the disbursement information and all other schools with accepted disbursement information in COD for the student and that award year, a Multiple Reporting Record (MRR).

Pell Potential Overaward Process (POP)

A student may receive disbursements from more than one Attending School during the course of an award year. When more than one Attending School reports disbursements for a student, the COD System checks to make sure that the student has not received more than 100% of their eligibility for a Federal Pell Grant. Section 690.65 of the regulations provides the basis for determining a student's remaining eligibility when another school has disbursed Pell Grant funds to the student:

- Calculate the Eligibility Used at each previous school by dividing the disbursements to the student at the school by the Scheduled Federal Pell Grant at that specific school;
- Calculate the Total Eligibility Used for the award year by adding the Eligibility Used for all schools the student previously attended;
- Calculate the Remaining Eligibility by subtracting the Total Eligibility Used from 100% (1.00000).
- The Remaining Eligibility is the percentage of the Scheduled Federal Pell Grant at the new school to which the student is entitled.

If the COD System receives disbursement information that places the student in a situation where he/she has received more than 100% of their Total Eligibility Used, the student has entered a Potential Overaward (POP) situation. In a POP situation, the COD System accepts the disbursement information and notifies all of the schools involved that the POP situation must be resolved within 30 calendar days. If after 30 calendar days the situation has not been resolved, the COD System generates a negative disbursement for all of the student's Pell disbursements at all schools for that award year. The eligible schools are then required to re-report accurate disbursement records to reinstate the student's disbursements.

Business Rules:

- A student may not receive more than 100% of their eligibility for a Pell Grant.
- A school to which a student transfers must determine the student's Total Eligibility Used, considering disbursements made and the Scheduled Federal Pell Grant at each school the student previously attended in the award year.
- When the COD System receives disbursement information for a student from more than one Attending School for the same award year, the COD System checks whether the student has received more than 100% of their total eligibility for a Pell Grant.

- If a Potential Overaward (POP) situation exists, the COD System sends the school that submitted the Disbursement Information a warning edit on their Response document.
- The COD System sends the school that submitted the Disbursement Information and all other schools with accepted and posted Disbursement Information in COD for that student and that award year, a Multiple Reporting Record (MRR).
- The COD System allows a POP situation to exist for 30 calendar days from the date the student entered the POP situation (defined as the date the MRR for the POP situation is created).
- During the 30 day period, each school involved in the Potential Overaward must apply the proper eligibility calculation. Only the school that the student is not attending or that inaccurately reported the disbursement information must report any changed disbursement information to eliminate the POP situation.
- During that 30 day period, the COD System can accept and post further disbursements that decrease or increase the student's year-to-date disbursement amount.
- The COD System accepts Disbursement Information that change CFL from no more than 3 schools for students in a POP situation.
- If the student remains in a POP situation after 30 calendar days, the COD System reduces all accepted and posted disbursements to zero (\$0.00) for that student and that award year AT ALL SCHOOLS INVOLVED.
- Each school that correctly paid the student Pell Grant funds must re-report the student's Disbursement Information to COD.
- During the POP situation, the COD School Relations Center will take a proactive role in contacting the schools in a POP situation.
- COD does not prevent the same schools from creating another POP situation for the same student
- COD School Relations will escalate the issue should the same schools create another POP situation involving the same student.

Pell Administrative Cost Allowance (ACA)

The COD System calculates and pays ACA amounts.

Business Rules:

- The COD System calculates ACA amounts based on the number of unduplicated recipients at each Reporting campus.
- The COD System pays ACA for students with at least one accepted and posted disbursement during the course of an award year.
- The COD System disburses ACA multiple times during the award year.
- Unless a school declines ACA, it receives a text message indicating its unduplicated recipient count and the amount of ACA being paid.
- The COD System pays each ACA amount directly into the School's bank account regardless of the Funding Methods used for CFL.
- The COD System will process decreases in ACA obligations.

Pell Payment Schedule

For information on the Pell Grant Payment Schedule, please refer to the 2002-2003 Pell Grant Payment Schedule on www.ifap.ed.gov.

Pell Grant Reports

Pell Grant Reports Options

Pell Grant Reports are available to schools via data requests or on the COD Website.

Business Rules:

- Pell Grant Reports for 2002-2003 are sent to schools as a Fixed Length flat file and not an XML document.
- The SSN/Name/Date of Birth Change Report is also available in the CSV and Pipe Delimited formats.

Note: Please refer to Appendix M – COD Message Class Table for information on the messages classes to be used for Pell Grant Reports.

Data Request Response

After a data request is received and processed, a Data Request Response is sent back to the school for each data request received.

Business Rules:

- The Data Request Response is provided in the following formats:
 - Fixed length file

Example:

A copy of the preformatted report will be provided at a later date.

Note: The data request response record layout (fixed length) is provided in the 2002-2003 Pell Technical Reference.

Electronic Statement of Account (ESOA)

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL versus the amount expended to date for that award year.

Business Rules:

- An ESOA can be COD system generated or may be requested by the school.
- If a school is Advance Pay, the ESOA is sent when the initial CFL calculation is performed. When COD has accepted and posted enough actual disbursements to exceed the CFL, the COD System generates an ESOA to the school. The ESOA is only generated when the CFL is exceeded or decreased; it is not generated each time a disbursement is accepted.
- If a school receives Pushed Cash, the ESOA is generated each time the COD System accepts and posts actual disbursements. This is because the school receives no CFL prior to the submission of actual disbursements.
- The ESOA is provided in the following formats:
 - Fixed length flat file
 -

Example:

A sample of the Electronic Statement of Account (ESOA) report is available in Appendix I – COD Reports.

Multiple Reporting Record (MRR)

The Multiple Reporting Record (MRR) provides information to a school about a school's origination and disbursement status at other schools and the amount of the scheduled Pell Grant award disbursed. The MRR identifies two primary types of multiple reporting conditions: concurrent enrollment and potential overaward situations.

Business Rules:

- An MRR can be COD system generated or may be requested by the school.
- The MRR is provided in the following formats:
 - Fixed length flat file

Example:

A copy of the preformatted report will be provided at a later date.

Note: The MRR record layout (fixed length) is provided in the 2002-2003 Pell Technical Reference.

Reconciliation Report

The Reconciliation Report is a one-record summary of the data that COD has for the student. This report can be used to reconcile the total disbursement amount per student with COD.

Business Rules:

- The Reconciliation Report is provided in the following formats:
 - Fixed length flat file

Example:

A copy of the preformatted report will be provided at a later date.

Note: The Reconciliation Report record layout (fixed length) is provided in the 2002-2003 Pell Technical Reference.

Year-to-Date Record (YTD)

The Year-to-Date (YTD) Record shows the number of recipients at the school; the number of award and disbursement records that were accepted, corrected, and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD.

Business Rules:

- The Reconciliation Report is provided in the following formats:
 - Fixed length flat file

Example:

A copy of the preformatted report will be provided at a later date.

Note: The Year-to-Date record layout (fixed length) is provided in the 2002-2003 Pell Technical Reference.

SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school and SSN changes that are initiated by Direct Loan Servicing.

Business Rules:

- The SSN/Name/Date of Birth Change Report is provided in the following formats:
 - Pipe Delimited
 - Preformatted Text file
 - PDF or CSV (COD Website)

Example:

A sample of the SSN/Name/Date of Birth Report will be provided at a later date.

Note: Comma Delimited formatted reports are available only on the COD Website and are listed as the CSV option. These files are downloadable into Excel.

User Readiness Checklist

The following is a list of required or recommended steps to assist Full Participants (Schools, Third Party Servicers, and Software Providers) with implementing the COD System for the 2002-2003 Direct Loan and Pell Grant Programs.

- ☐ Contact FSA indicating interest to be a Full Participant for COD
- ☐ Reference appropriate sections of the COD Technical Reference Document to modify school or software provider applications to create Common Record files in XML format
- ☐ Complete School Testing – Phase I: Communication Testing
- ☐ Sign-up for School Testing – Phase II: Common Record Manual Verification
- ☐ Complete School Testing – Phase II: Common Record Manual Verification
- ☐ Sign-up for School Testing – Phase III: Application Testing
- ☐ Complete School Testing – Phase III: Application Testing
- ☐ Obtain the Common School ID (Entity ID) from FSA (reference Common School ID section within the Implementation Guide for more information).
- ☐ Communicate your Common School ID (Entity ID) to your software vendor, third-party servicer, or state agency, as needed.
- ☐ Complete COD Security Administrator Setup Process (reference the “COD User ID Setup for Website” announcement on IFAP for more information).
- ☐ Establish User IDs within organization for access to the COD website (to be completed by the organization’s Security Administrator).
- ☐ Establish Rules of Behavior documents related to use of the COD System
- ☐ Access COD Website to update School Processing options, as needed (reference School Processing options within the Implementation Guide for more information).

- Attend Full Participant Conference Calls
- Reference relevant sources of information, including:
 - COD Technical Reference Document
 - XML Schema for the Common Record
 - Frequently Asked Questions about COD
 - Local, regional and/or national conferences
 - FSA Spring Training
 - COD Full Participant Website